**THE COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS STUDENT GOVERNMENT BYLAWS**

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**THE COLLEGE OF LITERATURE, SCIENCE, AND THE ARTS STUDENT GOVERNMENT BYLAWS**

**Chapter 1**

**General Provisions**

1.00.00 **Title and Short Title.** This chapter shall be known as the General Provisions of the College of Literature, Science, and the Arts Student Government Bylaws (hereafter the Bylaws).The short title is the General Provisions.

1.00.01 **Purpose of this Chapter.** The purpose of this chapter is to explain the purpose of the Bylaws, their structure, the process for amending the Bylaws, the method of publishing the Bylaws, how to resolve conflicts between chapters of the Bylaws, and the nature of the chapters.

1.00.02 **Authority.** The College of Literature, Science, and the Arts Student Government(hereafter LSA SG or the Government)isempowered to enact these Bylaws by Article V, Section Gof the LSA SG Constitution.

1.00.03 **Informational Purpose.** The Bylaws are principally an information source. The Bylaws shall contain all rules that affect the Government and shall organize these rules in a uniform and easily usable manner.

1.00.04 **Constitutional Purpose.** The Constitution mandates that the Bylaws contain certain specific rules and procedures concerning committees, elections, operating procedures, and other regulations.

1.00.05 **Structure.** The Bylaws consist of a number of chapters, each of which contains rules pertaining to a major subject. Each chapter is divided into numbered sections by the number of the chapter and the number of the section (this is section 1.05, for example). Any listing to be done within the body of a section shall be labeled by placing the symbol "(a)" in front of the first item listed, the symbol "(b)" in front of the second item listed, and so on.

1.00.06 **Conflicts of Law.** In the event of a conflict between any provisions of student government law, the following list shall be used with the provisions of any item contained on the list superseding all subsequent items.

(a)The All-Campus Constitution and Compiled Code

(b) The LSA SG Constitution

(c) Chapter 5 of the Bylaws

(d) Chapter 1 of the Bylaws

(e) Chapter 15 of the Bylaws

(f) Chapter 6 of the Bylaws

(g) All other chapters of the Bylaws

(h) LSA SG legislation not contained in the Bylaws

(i) Robert’s Rules of Order, Newly Revised

1.00.07 **Publication.** The Counsel shall maintain the official copy of the LSA SG Constitution and Bylaws. Copies of the Constitution and Bylaws shall be available whenever the LSA SG office is open. The Central Student Government and the Central Student Judiciary shall have access to the Constitution and Bylaws. The LSA SG website will also have the most up to date version of the Constitution and Bylaws for all students within the College.

1.00.08 **Penalties for Violations.** No person may be penalized for violating the provisions of the Bylaws unless the chapter violated contains a section specifying those actions which constitute a violation and provide for specific penalty for the violation.

**Amendments**

1.01.00 **Amendment Procedure.** Any amendment to the Bylaws must be presented in written form for a first reading at a regular LSA SG general meeting. A first reading is not necessary if the Government receives the proposed changes via email at least two days before the General Meeting in which the amendment will be voted on. A first reading may be made in the absence of quorum, provided that written copies of the proposed amendment are made available via email, one week prior to voting on the amendment. An amendment shall take effect upon approval by a majority vote of LSA SG voting members present at a General Meeting.

1.01.01 **Amendment Format.** Any deletions shall be made by using bold, italicize, and strikethrough font. Any additions shall be indicated with the added sections in bold and italicized font.

1.01.02 **Amendments to Specific Chapters.** Amendment procedures governing a specific chapter shall be included as part of that chapter.

1.01.03 **Effect of the Repeal of a Repealing Amendment.** Whenever an amendment is made striking or repealing sections of the Bylaws, the repealed sections shall not be revived by rescinding or repealing the amendment which originally repealed the sections.

1.01.04 **Amendment by Reference Prohibited.** No amendment to the Bylaws shall be made unless the section(s) to be amended is printed in full with dash marks to indicate words to be stricken (if any) and the new section printed in full, with the added sections in bold and italicized font, as amended unless the section(s) are more than one page long. If the changes are more than one page long, then both the section to be amended and the section after it has been amended shall be made available to any and allLSA SG members.

1.01.05 **Implied Amendments Prohibited.** The Bylaws may only be amended by a motion which states the exact amendment to be made and which complies with all of the other procedural provisions of the Bylaws concerning amendments.

1.01.06 **Counsel.** The Counsel shall assist in the preparation and editing of Bylaws amendments and chapters. The Counsel shall review all amendments to the Bylaws to ensure that the amendments are well written, concise, and consistent with other provisions of the Bylaws.

1.01.07 **Minute Requirement.** Each amendment shall be published in its entirety in the official copy of the LSA SG minutes. Any amendments, which are attached to the minutes, shall be referred to by chapter or section number.

1.01.08 **Failure to Record.** No amendment to the Bylaws shall take effect unless properly recorded and published in the LSA SG minutes. The burden is placed on the LSA SG Counsel and Secretary to ensure that the amendment is properly recorded.

1.01.09 **Effective Date.** Each amendment to the Bylaws shall become effective at the time of the amendment's approval provided that the amendment meets the requirements of this chapter.

1.01.10 **Publication Requirements.** Each amendment to the Bylaws shall be published in the proper form and inserted into the official copies of the Bylaws. Each amendment to the Bylaws shall be emailed to all members. The Bylaws shall be accessible via the LSA SG website and shall be readily updated.

**The LSA Student Government Constitution**

1.02.00 **Purpose.** The LSA SG Constitution (hereinafter the Constitution) (adopted November 1993) defines LSA SG, providing for the democratic selection of leadership and representative and democratic policy-making within the Government. The Constitution may be neither amended nor suspended except as specified in Article IX of the Constitution.

1.02.01 **Amendment Procedures.** Amendments to the Constitution proposed by the Government shall comply with the provisions of the Constitution. Amendments to the LSA SG Constitution proposed by petition or by Constitutional Convention shall comply with the provisions of the Constitution and the Election Code (Chapter 18).

1.02.02 **Form of Proposal.** The proposed constitutional amendment shall be submitted to LSA SG with any articles to be amended reproduced in full. Deletions shall be made by using bold, italicize, and strikethrough font. Any additions shall be indicated with the added sections in bold and italicized font.

1.02.03 **First and Second Reading.** Any constitutional amendment proposed by the Government must be presented for first reading at a general meeting, which occurs at least seven days before the general meeting at which the amendment is placed on the ballot. A first reading may be made in the absence of quorum, provided that written copies of the proposed amendment are emailed to members at least one week prior to voting on the amendment.

**Chapter 2**

**Meeting Procedures**

2.00.00 **Title and Short Title.** The chapter shall be known as the Meeting Procedures of LSA SG. The short title shall be the Meeting Procedures.

2.00.01 **Purpose.** This chapter outlines procedures for conducting Government meetings.

2.00.02 **Meeting Times.** The Government shall have the following types of meetings:

(a) **General Meetings.** Regular meetings shall be held once each week during the fall and winter terms, except during final exam periods. Meetings will also not occur during weeks in which class does not meet on any day as per the official academic calendar*.* A meeting may be cancelled with the approval of the majority of the Steering Committee. The time and place of the LSA SG meetings shall be set and subject to change by the Steering Committee.

(b) **Special Meetings.** A special meeting may be called by the President or by a petition signed by one third of the voting members. The petition shall state the particular purpose(s) of the meeting. No officer may be appointed during a special meeting. A Candidates Selection Meeting that requires at least ten voting members for quorum shall constitute a special meeting. The procedures of this meeting are governed by Chapter 10 of the Bylaws. The Government shall attempt to notify all members at least twenty-four **(**24) hours in advance by email.

2.00.03 **Agenda.** The Vice-President shall prepare an agenda that is emailed out to all members at least twenty-four (24) hours prior to each general meeting. The agenda shall include previously tabled motions as part of Old Business, and newly submitted motions as part of New Business. Each of the following are defined as agenda items. Items under agenda items shall be called subagenda items.The agenda shall be in the following form:

I. Call to Order

II. Opening Roll Call

III. Announcements

IV. Approval of Proxy Votes

V. Approval of the Agenda

VI. Approval of Previous Minutes

VII. Constituents’ Time

VIII. Guest Speaker(s)

IX. Appointments Recommendations

X. Budget Allocations Committee Recommendations

XI. Internal Expense Recommendations

XII. Academic Affairs Committee Resolutions

XIII. Executive Officer Nominations

XIV. Executive Officer Reports (President, Vice President, Treasurer, Counsel, Academic Relations Officer, External Relations Officer, Secretary)

XV. Committee Reports (in alphabetical order)

XVI. Task Force and Subcommittee Reports

XVII. Individual Representative Reports

XVIII. Election of Officers or Chairs

XIX. Amendments to the Constitution or the Bylaws

XX. Old Business

XXI. New Business

XXII. Matters Arising

XXIII. Snaps

XXIV. Closing Roll Call

XXV. Adjournment

2.00.04 **Form of Reports.** Reports shall be in person by each executive officer or committee chair. An absent committee chair aware of the conflict prior to the meeting must contact the vice-chair of his or her committee to present the committee report. Should the vice-chair also be unavailable, the committee chair must submit a report to any member of the Government, who will read the report at the LSA SG meeting.

2.00.05 **Old Business and New Business.** Old business consists of any motions tabled from previous meetings. New business consists of any new motions. New business items may be voted upon unless they are tabled to another General meeting.

2.00.06 **Announcements.** Each member, beginning with the President and movingaround the table may make informal announcements. The time limit is two minutes per member.

2.00.07 **Motions.** A motion may be placed on the agenda by submitting it to the Vice-President preceding a Government meeting. A motion may also be placed on the agenda by a majority vote of the Government before the agenda has been approved. Any motion that is not on the agenda may be added provided that two-thirds of the voting members present vote to amend the agenda.

2.00.08 **Constituents Time.** Any LSA student may address the Government during constituent's time for up to five minutes, which may be extended by a majority vote of the Government. Total constituent***'***s***’*** time shall not exceed thirty minutes.

2.00.09 **Guest Speaker(s).** A guest speaker or speakers may address the Government by invitation of an executive officer, or by a majority vote of the Government. Each guest speaker may present for up to 30 minutes including questions.

2.00.10 **Moving the Chair.** The President may give up the chair on a motion if s/he wishes to participate in debate. The chair shall be moved to the first person on the following list who relinquishes his/her right to participate in debate on the motion:

(a) Vice President

(b) Treasurer

(c) Counsel

(d) Academic Relations Officer

(e) External Relations Officer

(f) Secretary

**Procedures for Debate**

2.01.00 **Procedures.** Robert's Rules of Order (Newly Revised) shall be used except as stated otherwise in this chapter.

2.01.01 **Time Limits.** The time limit for each subagenda item shall be thirty minutes. The time used to debate amendments to the main motion shall be included in the total time limit. The time limit for debate may be extended by a majority vote of the Government.

2.01.02 **Extension of Time Limit for Debate.** The time for debate may be extended by a majority vote of the Government; it still requires a two-thirds majority to reduce the time for debate as described in Robert's Rules of Order.

2.01.03 **Maximum Time for a Speaker.** No speaker may have the floor at any one time for more than three minutes. The intent of this section is to prevent filibustering, and not to stifle debate. The Government may enforce this section at its discretion.

2.01.04 **Speaker Qualifications.** Electedrepresentatives, appointed representatives, associate representatives, and executive board members at General Meetings may speak exclusively towards motions at GeneralMeeting***s***. Electedrepresentatives**,** appointed representatives, and associate representatives shall be given priority on the speakers’ list.

2.01.05 **Amendments.** The speaker of a motion may choose to accept or reject an amendment before the main motion has been made and seconded. The Government may choose to accept or reject amendments once the main motion has been made and seconded.

**Voting Procedures**

2.02.00 **Definition of terms.** Unless explicitly stated to the contrary, under the condition of quorum a simple majority requires a vote of more than fifty percent (50%) of all members present and voting. A two-thirds majority requires at least two-thirds of all members present and voting vote in favor of a given motion.

2.02.01 **Quorum Requirements.** Quorum for LSA SG shall be the attendance of at least a simple majority of the voting members of LSA SG then in office. A quorum is required for any vote of the Government. Otherwise, LSA SG has authority only to discussGovernment matters or adjourn.

2.02.02 **Passage of a Motion.** Unless otherwise stated, a motion requires the affirmative vote of a simple majority of the LSA SG for passage.

2.02.03 **Voting Rights of the Chair.** Robert’s Rules states that the Chair shall abstain from voting except when his or her vote would alter the outcome of the vote under any voting method. The chairperson shall vote last on any roll-call vote if there is a tie. The chairperson retains the option of deferring their vote. The previous chairperson must announce their vote anytime prior to the Approval of Previous Minutes during the next General Meeting. The result of their decision shall be included in the Previous Minutes before they may be approved.The chairperson shall not vote under any circumstances if she or he is not a voting member of the Government.

2.02.04 **Proxy Votes.** Proxy votes are allowed for General meetings. Voting members who foresee a previously scheduled conflict with a LSA SG General Meeting may delegate his or her voting rights to a non-voting member defined as any associate representative, committee Chair, or committee Vice-Chair of LSA SG. The Secretary shall make available a list of non-voting members of the Government who may be considered proxy representatives, if prompted. Representatives seeking proxy votes must e-mail the Secretary twenty-four hours before the General Meetings. Before the approval of the Agenda, the Secretary shall announce the nominations for proxy votes whereby the nominated non-voting member(s) must accept serving as proxies. Then, by majority vote of the Government, the proxy votes shall be approved. Should a particular proxy representative be rejected by the Government, there shall not be a second vote and the absent representative will not be able to vote. This may not be appealed.Acceptable conflicts for absences may include, but are not limited to, examinations, religious observances, and family obligations.

2.02.05 **Voting.** Voting shall ordinarily be by the show of hands, with the Chair of the General Meeting calling for the votes, first of those in favor, then of those opposed, then of those abstaining. The Chair shall then announce the number of those in favor, those opposed, and those abstaining. Results shall be determined by a majority vote, except in cases requiring more than a simple majority vote, without taking into account abstentions. Abstentions shall not count towards the results of a vote. For a vote to be official, at least one fifth of the entire voting assembly must be either for or against the motion. In the case where this threshold is not met, then the Government must either re-vote by secret ballot or table the matter until a future time. The Secretary shall record the results in the official minutes of the meeting.

2.02.06 **Roll Call Votes.** A roll call vote shall be taken when a simple majority of the voting members present vote to do so. The Secretary shall proceed to read the names of each voting member present and record their vote as each person announces it. If the vote is tied, the Secretary shall call upon the Chair to cast their vote, at which point they have a choice to cast a vote immediately or defer their vote until the next General meeting (refer to 2.02.03). The Chair of the meeting shall announce the results.

**Absence Excuse Procedure**

2.03.00 **Excusing Absences.** Any member wishing to be excused from any General Meeting, Committee Meeting, or Office Hour must submit a request to the Secretary before the week in which they will be absent. Approval for excused absences shall be the Secretaryand any contestations shall be discussed at the by the Executive Board.

**Resolution Procedures**

2.04.00 **Introduction and Discussion.** A resolution must be introduced to the floor by a majority vote. Following its introduction the sponsors shall speak first on behalf of the motion before it is then opened to the floor to ask the sponsors questions or make comments on behalf of the resolution. This shall continue until there are no questions left.

2.04.01 **Resolution Amendments.** Following discussion of the resolution the chair shall ask for all friendly amendments, these defined as changes that have the approval of all the sponsors. After friendly amendments the chair shall ask for unfriendly amendments, these defined as changes that do not have the approval of all the sponsors. Each unfriendly amendment is then voted upon in order and must have a simple majority to be added to the resolution.

2.04.02 **Calling to Question.** This requires a speakers list of at least one for and one against. Sponsors take priority in speaking for the resolution before other members of the government. Following this the resolution is then read allowed unless there is a motion to bypass the reading. A motion to bypass the reading must have a second and a vote by consensus to be enacted. After this the resolution is then voted upon with a default vote by placard.

**Chapter 3**

**Financial Procedures**

3.00.00 **Title and short title.** This chapter shall be known as the LSA SG Code of Financial Procedures. The short title shall be the Financial Procedures.

3.00.01 **Authorized Signers.** The authorized Student Organization Accounts Services (hereafter SOAS) signers for the Government shall be the President, Vice President, Treasurer**,** and Secretary.

**Disbursements**

3.01.00 **Fund Transfers.** All fund transfers, purchase orders, disbursements, and other SOAS transactions must be signed by the LSA SG Treasurer, unless the Treasurer is being reimbursed. In this case, another Executive Officer authorized as a SOAS signer may sign for the transaction.

3.01.01 **Reimbursements.** Any member of the Government shall be reimbursed for any expenses necessary to conducting official business of the Government unless listed in non-guaranteed reimbursements. Official business of the Government shall be defined as any action of a committee or representative that involves direct implementation, organization, or participation on the behalf of the Government.

**3.01.02 Non-Guaranteed Reimbursements.** Expenses in the following categories will not receive guaranteed reimbursements unless approved by the Treasurer, Executive Board, or General Assembly:

1. Any expenses over $300.00
2. Travel and Transportation Costs
3. Apparel
4. Food/Beverages
5. Funding to another organization not in compliance with 3.01.04
6. Styrofoam Products
7. Non-reusable Water Bottles

**3.01.03 Appeals for Non-Guaranteed Reimbursements.** If a request for a non-guaranteed reimbursement is denied by the Treasurer an appeal may be made to the Executive Board. If the Executive Board denies a non-guaranteed reimbursement an appeal may be made to the General Assembly by making a motion.

**3.01.04 External Allocations.** Organizations that receive funding from the Budget Allocations Committee (hereafter BAC) shall receive a transfer of funds by the Government provided that the group correctly follow the procedures for reimbursements laid out by the BAC Chair, BAC Vice-Chair and Treasurer, as laid out in Chapter 12 of the Bylaws.

**Budget**

3.02.00 **Preparation of the Budget.** The Treasurer shall prepare and present a budget within three weeks of having received the levied student fees for the semester. Upon a second reading held one week after a first reading, the Government may amend or approve the proposed budget.

3.02.01 **Composition of the Proposed Budget.** The semesterly budget shall be divided into new revenue and carry-over surplus from the previous semester’s budget. The budget shall be broken down into the following accounts:

1. An account for each Committee. All subcommittee and task force budgets shall be delineated under the appropriate parent committee on the semesterly budget. Spending from these accounts shall be only with the permission of the Chair and Vice Chair.
2. A General Fund. All spending from the General Fund must be approved by the General Assembly.
3. An Executive Discretionary Fund. All spending from this account shall be at the discretion of the Executive Board.
4. Any additional accounts the Treasurer may wish to create for the semester - with spending permissions to be determined by the Treasurer at the time of the approval of the budget.

3.02.02 **Documentation of the Proposed Budget.** Upon approval by the Government, the proposed budget shall be entered into the official minutes by the Secretary along with any other necessary information or amendments.

3.02.03 **Amending the Budget.** The approved annual budget may be amended by a two-thirds vote of the Government.

3.02.04 **Record Keeping.** The Treasurer shall monitor all accounts and ensure their accuracy on the SOAS system.

**Chapter 4**

**Government Officers**

4.00.00 **Purpose.** This chapter describes the functions and responsibilities of the different officer positions on the government.

**The Executive Officers**

4.01.00 **President.** The President shall perform the following duties:

(a) **Meetings.** The President shall preside at meetings of the Government. At the

President’s option or in the President’s absence the Chair shall be moved as outlined in Chapter 2.

(b) **Information.** The President shall collect and disseminate information to the

Government regarding the activities of the College.

(c) **Spokesperson.** The President shall be the chief spokesperson for the Government except when and in such cases that the Government shall designate another spokesperson.

(d) **Oversight and Coordination of Activities.** The President shall oversee and coordinate all Government activities except when the Steering Committee or the Government decides otherwise or when the Constitution or the Bylaws specify otherwise.

4.01.01 **Vice President.** The Vice President shall perform the following duties:

(a) **Office Space.** The Vice President shall be responsible for managing the Government’s office. The Vice President shall work with interested members to improve the appearance and functionality of the office.

(b) **Steering Committee.** The Vice President shall preside at Steering Committee meetings.

(c) **Internal Elections.** The Vice President shall compile a list of nominations during matters arising at the general meeting one week, and***/***or immediately before the Internal Elections (refer to Chapter 7).

(d) **End of the SemesterReport.** The Vice President shall compile the end of the semesterreport with help from the executive officers and Committee Chairs. The End of Semester Reports shall include the reports of all members of the Government, any Daily articles, and minutes from General Meetings. Furthermore, the Counsel shall assist the Vice President in compiling, organizing, and urging representatives to do their reports.

4.01.02 **Treasurer**. The Treasurer shall perform the following duties:

(a) **Disbursement.** The Treasurer shall disburse all funds appropriated by the Government in accordance with the financial procedures (see Chapter 3).

(b) **Monitoring Assets.** The Treasurer shall monitor the distribution of the Government’s financial assets.

(c) **Budget**. The Treasurer shall prepare the initial draft of the Government’s annual budget within three weeks of the start of the fall semester.

(d) **Budget Allocations Committee.** The Treasurer shall attend the Budget Allocations Committee funding cycle. The Treasurer shall work with the Budget Allocations Committee during each cycle to ensure proper allocation of funds to student groups.

4.01.03 **Counsel.** The Counsel shall perform the following duties:

(a) **Student Judiciaries.** The Counsel shall serve as the Government’s counsel and legal representative in all matters before the student judiciaries, unless the Government chooses another counsel for a particular case.

(b) **Parliamentarian.** The Counsel shall serve as Parliamentarian on the Government. The Parliamentarian shall advise the chair and Government on questions concerning correct procedure and the use of Robert’s Rules of Order.

(c) **Legislative Assistance.** The Counsel shall assist all representatives who require assistance in drafting or amending legislation, or who wish to better understand parliamentary procedure. The Counsel will be responsible for holding a minimum of one parliamentary procedure workshop and one resolution workshop every semester.

(d) **The Bylaws and LSA SG Constitution.** The Counsel shall monitor the Bylaws and the LSA SG Constitution. The Counsel shall review all amendments to the Bylaws and LSA SG Constitution to ensure they are concise, consistent, and up-to-date.

(e) **Internal Review Committee*.*** As the Chair of the Internal Review Committee, the Counsel shall be charged with reviewing the practices of the government and its committees. The Counsel shall then compile best practices of the Government and present these recommendations to the Steering Committee in an ongoing basis.

(f***)* The History of the Government.**The Counsel shall advise the Government on matters concerning the history and previous practices of the Government. In this role, the Counsel shall provide the Government with an interpretation of the traditions and practices of the Government to anyone who is interested.

(g***)* The LSA SG Database and Digital Archive.**The Counsel will work with the External Relations Communications Committee to maintain the LSA SG Database and Digital Archive. The Counsel shall encourage committees to upload documents to the database and records to be properly stored. The Counsel, with the help of the External Relations and Communications Committee, will maintain and organize the Database and Archive.

(h) **Candidates Selection Process.** The Counsel shall serve as the Chair of the Candidates Selection process as outlined in Chapter 10 in order to ensure that the procedures are in accordance with the Bylaws, in addition to allow the Chair and Vice-Chair of the Appointments committee, both elected representatives, to cast votes in the Candidates Selection process.

4.01.04 **Academic Relations Officer.** The Academic Relations Officer shall perform the following duties:

(a) **Committee Chair Requirements**. The Academic Relations Officer shall serve concurrently as the chair of the Academic Affairs Committee. The Government shall not elect an Academic Affairs Committee Chairperson during Internal Elections.

(b) **Curricular Oversight**. The Academic Relations Officer shall update the Government of any approved or potential curricular change that he or she feels merits the attention of the Government. The Academic Affairs Committee shall also appoint four members to serve on the College Curriculum Committee (see Chapter 9).

(c) **Liaison.** The Academic Relations Officer shall serve as a liaison between LSA SG and the academic administration.

4.01.05**External Relations Officer.** The External Relations Officer shall perform the following duties:

(a) **Committee Chair Requirements.** The External Relations Officer shall serve concurrently as the chair of the External Relations and Communications Committee. The Government shall not elect an External Relations and Communications Committee Chairperson during general committee chair elections.

(b) **Advertising/Publicity Oversight.** The External Relations Officer shall oversee the advertising and publicity of LSA SG events as well as any publicity that may be required for recruitment.

(c)**LSA SG Database and Archive*.*** The External Relations Officer shall assist the Counsel in maintaining these resources for the Government’s use.

(d)**Public Relations.**The External Relations Officer will advocate and advise committees on effective ways to present the message and intentions of their projects.

4.01.06 **Secretary.** The Secretary shall perform the following duties:

(a) **Minutes.** The Secretary shall record and publish the minutes of all Government meetings. The minutes shall document all main motions considered during a meeting, the exact vote on each of these motions, a summary of all officer and committee reports at general meetings and any points brought up during a meeting. The minutes shall be stored on computer and on the LSA SG website. The Secretary will be responsible for holding a minimum of one minutes writing workshop every semester within two General government meetings of Internal Elections for all vice chairs to attend.

(b) **Documents and Record Keeping.** The Secretary shall be responsible for

ensuring that Government records and files are preserved with the help of the Counsel.

(c) **Membership List.** The Secretary shall maintain a list of current members of the Government. This list along with each member’s telephone number shall be available for all government members.

(d) **Member Obligation Log.** The Secretary shall record all member obligations (see Chapter 5). The Secretary shall inform a member when he or she has amassed his or her allowed number of unexcused absences.

(e) **Candidate Obligation Log.** During election periods the Secretary shall record the attendance of candidates at General meetings in accordance with Chapters 21 and Chapter 22.

**Government Officers’ Responsibilities**

4.02.00 **Executive Board Meetings*.*** The president shall call all government officers to meet to discuss government affairs. These meetings shall be scheduled by the President and it is recommended that they be held at least twice a month.

(a) **Conflicts of Interest.** No Executive Officer may serve as a permanent Committee Chair or Vice-Chair unless explicitly stated in the Bylaws.

4.02.02 **Incompatible Offices**.No person shall hold more than one of the executive officer positions listed in this chapter.

4.02.03 **Government Officer Nominations.** The President shall nominate all persons to fill the positions of Treasurer, Counsel, Academic Relations Officer, External Relations Officer, and Secretary. The majority of LSA SG voting members shall approve the Treasurer, Counsel, Academic Relations Officer, External Relations Officer, and Secretary nominations at the first General Meeting following the March elections that the newly elected President chairs. The Treasurer, Counsel, Academic Relations Officer, External Relations Officer, and Secretary may be recalled by a two-thirds (2/3) vote of the Government provided that at least one week’s notice of a recall vote is given.

**Chapter 5**

**Member Obligations**

5.00.00. **Member of Government.**The members of the Government shall be defined as all executive officers, all elected, appointed or associate representatives as well as the committee chairs and vice-chairs of the Government’s committees, subcommittees and task forces. In order to serve as an executive officer on the Government, one must be enrolled in the College of LSA at the time of election and throughout the length of their term. Elected and appointed representatives must be enrolled in the College of LSA at the time of their election and throughout the length of their term in said position. Associate representatives must either be enrolled in the College or must have at least an LSA minor. Refer to Chapter 5 Section 3 Subsection B regarding a representative’s inability to maintain affiliation with the College of LSA.

5.00.01.**General Meetings.** A roll call shall be taken and recorded by the Secretary at the beginning and end of each general meeting of the Government. All members are expected to be present for both roll calls.

5.00.02. **Committee Meetings.** Each member shall attend, at minimum, one committee, subcommittee or task force meeting per week. It is strongly encouraged that each member should be a permanent member of at least one of the following committees, subcommittees or task forces: Appointments, Budget Allocations, External Relations and Communications, Public Activities, Academic Affairs, Student Life, Diversity Affairs, Student Advisory Committee for Departmental Affairs, Student Advisory Board to Instructional Support Services, Student Government Health, or Taking Responsibility for the Earth and Environment Subcommittee.

5.00.03. **Office Hours.** At no later than the second general meeting of the Government each semester, the Secretary shall circulate a sign-up sheet for office hours. Each elected, appointed and associate representative, committee chair and committee vice-chair of the Government must sign up for his or her own hour, Monday-Friday between 10 AM and 4 PM and is responsible for holding a fixed office hour for the semester. Each member shall spend that hour each week in the Government’s office, assisting constituents or performing other duties of the Government. The Secretary’s member obligation log shall be kept in the office and each member shall sign in and out during his or her office hour.

5.00.04. **Steering Committee.** All members of the Steering Committee, which consists of all executive officers and the chairs of all committees, subcommittees and task forces, must attend each Steering Committee meeting.

5.00.05.**End of Semester Reports.**All elected, appointed and associate representatives, committee chairs and vice chairs shall write an end of semester report that detail their activities in LSA SG as well as project reports. The report format shall be created by the Counsel, the reports will be compiled by the Vice President, and then sent to the Internal Review Committee to be archived. End of Semester Reports should include the mission statement of the Government, a list of members of the government reports from executive officers, articles about LSA SG, resolutions passed by the Government, as well as minutes of general meetings of the Government.

**Minimum Attendance Requirement**

5.01.00 **Absences.** An absence shall be incurred by any member of the Government in the following ways:

(a) The member misses either of the two roll calls taken at the general meetings of the Government (missing both roll calls constitutes two absences).

(b) The member fails to attend any committee, subcommittee or task force meeting during the week.

(c) The member fails to sign in for his or her weekly office hour.

(d)Any Steering Committee member shall incur an absence when that member fails to attend a Steering Committee meeting.

5.01.01.**Accountability.** Members of government will become accountable for their absences at the beginning of each election term, beginning when new representatives take office after external elections, as determined by the Government calendar, and these absences will expire at the end of the election term.

5.01.02. **Excused Absences.** An absence is excused by one of two methods:

(a) **Government Excused.** The Government may, by a two-thirds vote, excuse a member’s absence for any reason.

(b)**The Secretary.**The Secretary shall excuse absences on behalf of the Government.

(d)**Legitimate Excused Absences.**Although absences may be excused for any reason by the Government, in order for the Secretary to excuse the absence, there must be a legitimate reason as deemed by the Secretary. Absences caused by unavoidable situations such as (but not limited to) exams, work meetings, religious observances can be excused provided that the Secretary knows at least 24 hours in advance. It is the responsibility of the member to explain any clarifying issues to the Secretary. If there is a foreseeable absence and it is not brought to the Secretary’s attention in a timely manner, the member shall incur an absence. If there is an unexpected and unforeseeable absence such as a family or health crisis, the Secretary should be informed about these absences as soon as possible so that it may be excused. In cases where a person wishes to appeal an unexcused absence or the Secretary is uncertain about how to treat a certain absence, the Executive Board shall come to a decision on the absence by majority vote.

5.01.03.**Vacancy.** The seat of any executive officer shall be declared vacant by the Secretary when that member has exceeded six (6) unexcused absences in a given semester. The seat of any committee Chair shall be declared vacant by the Secretary when that member has exceeded seven (7) unexcused absences. The seat of any representative shall be declared vacant by the Secretary when that member has exceeded eight (8) absences (see Constitution, Article VIII.C.4, D.4). The vacancy of any chair and vice-chair of a committee, subcommittee or task force shall be voted on in the meeting of the Government following the procedure of the Internal Elections given in Chapter 7. Any executive officer must be appointed by the President and approved by the Government in the next week with the exception of an appeal. Any vacant representative seat shall be filled by the recommendation of the Appointments Committee and the nominee must be approved by a majority vote from a voting body consisting of the Vice-President and elected representatives.

5.01.04. **Newly Appointed Representatives.**For those appointed members who previously served as associate representatives, their absences shall carry over to their appointed position. All appointed representatives shall serve until the election results announcement of the term in which they were appointed.

**Associate Representatives**

5.02.00 **Associate Representatives.** An associate representative is an additional non-elected member of the Government who, through his or her own enthusiasm, wishes to become involved in the Government.

5.02.01 **Eligibility.** Any student who is currently enrolled in the College or has at least declared an LSA minor and who has attended the last three general meetings of the Government shall be considered a member of the government, and an associate representative. If an associate representative exceeds six (6) absences in a semester, he or she will cease to be a member of the government.

5.02.02 **Rights.** Associate representatives are non-voting members in official Government business as stipulated in Article III, Section B of the LSA SG Constitution. Excluding voting privileges, they shall have the same rights of any other member of the Government in that they have the right to make motions, to serve as a Chair or Vice-Chair of any committee of the government excluding the Appointments Committee and the Budget Allocations Committee, to present motions for the consideration of the government, and to participate as full voting members on any government committee except the Appointments Committee and the Budget Allocations Committee.

5.02.03**Suspension of rights.** The Government may by a majority vote limit the rights of an associate representatives. This should only be used in the most extraordinary of circumstances and/or if the member as being disruptive to the normal operation of the Government.

**Special Provisions**

5.03.00 **Incompatible Bodies.** No member of the Government shall also be a representative or executiveofficer of the Central Student Government or the Central Student Judiciary. No elected or appointed representative of the Central Student Government may be a representative, committee Chair, committee Vice-Chair, subcommittee Chair, subcommittee Vice-Chair, task force Chair, task force Vice-Chair, or Executive Officer on the Government.

5.03.01 **Formal Consideration for Removal ofOffice.**Any person in an elected or appointed position may be removed from office due to inappropriate actions that jeopardize governmental affairs. After a motion has been made, in which the nature of the accusation has been precisely stated, the Government may by two-thirds vote to conduct a trial to consider the formal removal of an elected or appointed member of the Government. This trial will take place one week following the motion for formal consideration for removal of office to give all parties time to prepare for discussion. During the week of consideration, the elected or appointed member is suspended from any actions related to his or her involvement in LSA SG. The trial shall be chaired by the President to maintain order. The member may be removed with a two-thirds vote of the Government. The Government shall consider each case individually. No accused party shall have the ability to participate in the trial of another individual accused of related offenses. The accused member may appeal his or her case within a week of the decision to the Steering Committee. In the case of an appeal, the Appointments Committee may not make any recommendations to replace the member. To be reinstated back into his or her office, a two-thirds vote by the Government in favor of reinstatement is required.

5.03.02 **Removal from Office through the loss of LSA affiliation.** Any associate representative who is accepted into and enrolled in another College and thus has lost their enrollment in the College of LSA may continue to serve in their position(s) provided they declare an LSA minor within six weeks of their enrollment in another College or within six weeks of the beginning of the school year (whichever one is later). Any executive officer, elected or appointed representative who loses enrollment in LSA must declare an LSA major within six weeks of their loss of enrollment or within six weeks of the beginning of the school year (whichever one is later). If it proves impossible for the member to get an advising appointment to declare a minor or major, then the Steering Committee may by two-thirds vote choose to extend the declaration time period. Any member who disenrolls from the College must appear before the Steering Committee to inform the committee of whether or not they intend to declare an LSA major or minor. Failure to comply with these conditions will result in the removal of office effective immediately. The Secretary will declare his or her positions vacant.

5.03.03 **Removal from Office by Recall.** Any member of the body may be removed by recall initiated by the student body as described in the LSA Constitution, Article VIII Section E3.

5.03.04 **Removal from Office with Regards to Direct Constituency.** Any improper use of the Direct Constituency System can be justification for removal of any appointed or elected person on LSA SG. This removal will occur by a vote of the Executive Officers at an Executive Meeting. If one or more members of the executive board are on trial for consideration for removal of office, a randomly selected elected committee Chair or Vice-Chair will replace the accused on the board until the said executive officer is proven innocent or guilty. The eight members of the government shall deliberate upon this matter and the Vice President will serve as the chair of this discussion at the Executive Meeting as an impartial party. Four votes of the seven remaining officers or their replacements in favor of removing a representative will result in removal from office. Any decision shall then be presented to the Government at the following general meeting. Unless appealed by the Government, a decision to remove involving Direct Constituency is permanent and the removed party can never again hold any elected or appointed position within LSA SG. The Executive Officer's decision can be appealed by a two-thirds vote of Government. If the decision is appealed the Government may also refer to bylaw5.03.01 (a) Formal Consideration for Removal of Office.

**Chapter 6**

**Permanent Committee, Subcommittee and Task Force Procedures**

6.00.00 **Purpose.** This chapter outlines the basic responsibilities of all Government committees, subcommittees, and task forces and the responsibilities of their respective Chairs and Vice-Chairs.

6.00.01 **Classification.** The Government shall have three types of “committees”;

(a) Permanent committees, which shall be created by the government to address a very broad topic area and which form the backbone of the Government;

(b) Permanent subcommittees, which shall be created to address a long-term student concern within a permanent committee that can no longer be efficiently addressed within the committee’s meetings; and

(c) Task Forces, which shall be created to accomplish a specific task or respond to a short-term need.

6.00.02 **Permanent Committee Requirements and Creation.** Any permanent committee may be created or dissolved with a two-thirds vote of the Government. When a permanent committee is created, the Bylaws must be amended by adding a chapter specifying its powers and functions, duties, and any departures from standard committee meeting requirements and/or composition/voting. When a permanent committee is dissolved, its chapter in the Bylaws shall be removed.

6.00.03 **Permanent Subcommittee Requirements and Creation.** A permanent subcommittee can be created or dissolved by a two-thirds vote of the government. When a permanent subcommittee is created, a section in its parent committee’s chapter in the Bylaws shall be created stating its powers and functions, its duties, and any departures from standard committee meeting requirements and/or composition/voting.

6.00.04 **Task Force Requirements and Creation.** A task force may be created or dissolved by a majority vote of the government. When a task force is created, a section in its parent committee’s chapter in the Bylaws must be created stating the standing parent committee/subcommittee, its powers and functions, its duties, its intended duration, and any departures from standard committee meeting requirements and/or composition/voting. Upon the completion of a specific task or project and/or when the maximum duration has expired, the task force shall be dissolved and its section in the Bylaws shall be removed.

**Standard Committee Procedures**

6.01.00 **Meetings.** Unless otherwise stated, the Steering Committee shall set the time and location of all committee meetings, which shall occur at least once during every full week of classes during the fall and winter semesters. Emphasis shall be placed on scheduling subcommittee and taskforce meetings on the same day that their parent committees meet, preferably with all subcommittee and taskforce meetings immediately preceding the parent committee meeting.Meeting times for all committees shall be posted such that they are accessible to all LSA SG members and the public.

6.01.01 **Composition.** Unless otherwise stated each committee’s membership shall consist of:

(a) A Chair, which except for committees where the Chair is also a member of the Executive Board, all Chairs must be elected by and from the Government;

(b) A Vice-Chair, which must be elected by and from the Government; and

(c) Any interested constituents who have attended at least one committee meeting.

6.01.02 **Voting.** Unless otherwise stated the voting membership of every committee shall include any member of the committee, and for a simple majority vote shall be required for approval of any action that is voted upon inside a committee.

6.01.03 **Action Plan.** Every committee, subcommittee, and taskforce shall adopt a plan of action following each election. The plan shall include the goals envisioned by the committee, how it intends to meet those goals, and how progress is to be measured.

6.01.04 **Research.** When relevant, committees shall conduct research into the policies of other colleges and universities, and obtain any pertinent reports, studies, historical information, or other information. Committees shall disseminate surveys throughout the semester to gauge student sentiments and/or feedback regarding current projects.

6.01.05 **Publicity.** Committees shall work with the External Relations andCommunications Committee and the External Relations Officer to promote committee projects, events, resolutions, issues, and other relevant information to constituents.

6.01.06 **Student Representation.** Each Committee member shall make an effort, formally or informally, to communicate with students to listen to their needs, wants, and complaints regarding operating procedures and services of the College and report new ideas that emerge to the Committee. Further they shall also make an effort to communicate concerns about specific issues to faculty and staff, formally or informally.

**Chair and Vice Chair Responsibilities**

6.02.00 **Calling Meetings.** The Chair shall be responsible for calling a meeting of their committee as often as required by the Bylaws.

6.02.01 **Filing of Reports.** Each committee chair is responsible for helping to facilitate the filing of committee project and event reports, to be sent to the Project Coordinator. The filing and organization of said reports will be as follows.

1. The reports will contain the following information: the date of initiation of the project, the number of committee members involved, who is running the project, the the intention of the project, and other relevant information.
2. This report will be a standardized document across the Government.
3. The reports will sent to the Project Coordinator, in conjunction with the release of minutes.
4. Upon the completion of a project, another report will be sent as to the conclusion of the project and its effectiveness.

6.02.02 **Vice-Chair Responsibilities.** Vice-Chairs are to take meeting minutes at all committee meetings and assist the Chair in leading said meetings.If the position of a committee Chair becomes vacant, the Vice-Chair of that committee shall act as Chair and assume the duties and responsibilities of Chair until a new Chair is elected.

6.02.03 **Attendance at Regularly Scheduled Meetings**. Attendance at regularly scheduled committee meetings is required by all committee Chairs and Vice-Chairs. Chairs and Vice-Chairs may be excused from the above with prior approval of the Steering Committee.

6.02.04 **Penalties for Absence**. If more than 2 unexcused absences at a regularly scheduled committee meeting are amassed by a Chair or Vice-Chair, the Steering Committee may elect to consider the recall of that Chair or Vice-Chair at the Government’s next regular meeting.

**Active Permanent Committees, Subcommittees, and Task Forces**

6.03.00 **Order.** The Steering Committee shall be listed first, and then after that permanent committees, subcommittees, and task forces shall be listed under this section in alphabetical order of the parent committee, and then under each parent committee in alphabetical order of each subcommittee and/or task force (with all permanent subcommittees preceding taskforces).

**Chapter 7**

**Internal Elections and Transition**

7.00.00 **Purpose.** This chapter shall contain the standard method for electing Chairs and Vice-Chairs of Government committees, subcommittees, and task forces (except Steering Committee, the Academic Affairs Committee Chair, the Internal Review Committee Chair, and the External Relations and Communications Committee Chair). This chapter is meant to clarify the rules specified in Robert's Rules of Order on nominations and elections. Furthermore this Chapter details the procedure for transitioning the institutional memory of old leadership to new leadership of the Government.

7.00.01 **Nominations and Candidates.** Nominations shall be accepted during matters arising (refer to Chapter 2) at the General meetings one week, and/or immediately before the internal elections. The Vice President shall be responsible for compiling the nominations (refer to Chapter 4). Someone eligible to serve in such a capacity may be nominated as candidates for Chair or Vice-Chair of a committee, subcommittee, task force. Any LSA Student present for the nominations portion of the meeting may nominate themselves. Persons nominated shall only be candidates if they accept the nomination. Nominations must be accepted in person. Nominations may be reopened by a majority vote before candidate questions have begun and by a two-thirds vote thereafter.

7.00.03**Etiquette.**Barring extremely unusual and emergency circumstances, the use of electronic devices (except by the Secretary) during Internal Elections by any and all members of the Government shall be heavily restricted. This is to ensure that candidates are evaluated on the merit of their speeches and accomplishments and on the merit of arguments given in favor of or against the candidates. This procedure shall be defined further by the Chair.

7.00.04 **Speeches.** After nominations close***,*** each present candidate running for that position shall have the opportunity to speak for up to two minutes. Candidates shall speak in the order in which they were nominated.

7.00.05 **Questions.** Immediately after a speech for a particular candidate, Government members may ask the candidates questions. Each candidate shall have up to thirty seconds to address each question. There shall be no more than fivequestions asked overall. If only one candidate has been nominated there shall be no questions, unless a Government member objects.

7.00.06 **Discussion.** Immediately after all candidates for the particular position have been asked questions, Government members may discuss the candidates up to ten minutes for each position, with the option to extend by simple majority vote. The Chair shall recognize speakers going in an either clockwise or counter-clockwise manner to ensure that everyone has had the chance to speak at least once. When representatives have been given a chance to speak at least once, the Chair may recognize speakers in whatever fashion is appropriate. Furthermore, anyone who attends Internal Elections is permitted to speak about and run for positions during the elections.

7.00.07 **Voting.** The vote shall be taken by secret ballot at a General meeting. Voting is restricted to elected and appointed members of the Government. If only one candidate has been nominated for a particular position, no vote shall be taken and the candidate shall be automatically elected by acclamation unless a Government member objects. A candidate shall be elected if he or she receives a majority of valid votes cast. If no candidate receives a majority, a new vote shall be taken until one candidate receives a majority. No candidate shall be dropped from the ballot unless she or he voluntarily withdraws. If, after two votes are taken, no candidate has a majority, a candidate shall be elected by a plurality on a subsequent vote. The Chair and Counsel shall count the votes.

7.00.08 **Suspension of Rules.** These rules may be suspended or modified by a two-thirds vote of the Government.

7.00.09 **Speaking Privileges.** Executive board members, elected representatives, appointed representatives, associate representatives, and constituents shall have speaking rights during internal elections.

**Chapter 8**

**Steering Committee**

8.00.00 **Purpose.** The Steering Committee shall:

(a) Oversee the entire operation of the Government, its projects, and its committees.

(b) Deliberate on policy recommendations given to it by the Internal Review Committee or other committees to the Government in order to develop short and long-range plans for the Government.

(c) Confront administrative problems or difficulties, and take action in cases of emergency.

(d) Providing the necessary support and resources for committee chairs and committees

(e) Initiating and maintaining the process of transition between different administration after Internal Elections

8.00.01 **Composition.** The voting members of the Steering Committee are all executive officers of the Government (see Chapter 4) and all Committee, Subcommittee and Task Force Chairs. The Vice President shall preside at meetings of the Steering Committee, and the Secretary shall take the minutes.

8.00.02**Attendance Requirements.**All Chairs and Executive Officers as determined by 8.00.01 are required to attend each meeting or they shall incur absences for each meeting they miss. If a committee, subcommittee or task-force chair is unable to make it, then the vice-chair shall attend the meeting instead. Should both the Chair and Vice-Chair not be able to attend Steering, the Chair may appoint someone from their respective committee to serve in his or her place. If both the chair and vice-chair of the committee, subcommittee or task-force are unable to attend Steering, the chair must have the absence excused by the Secretary.

8.00.03 **Meetings.** The Steering Committee shall meet weekly during the fall and winter semesters, except for the weeks when there are no general meetings, and must have a transition meeting following the announcement of new executive officers or the election of new Committee, Subcommittee, and Task Force Chairs. The Steering Committee, by a majority vote and approval from the Executive Officers, may cancel a scheduled Steering meeting.

8.00.04**Virtual Meetings.** In weeks where the Executive Board deems that there is little business requiring the attention of Steering or that there are circumstances taking place that would hinder attendance of Steering, the Executive Board may by majority vote choose to have a virtual meeting. This meeting may be conducted online and shall be primarily informational. Members shall not incur absences for virtual meetings. No matters may be voted upon and approved by Steering during a virtual meeting.

8.00.05 **Quorum.** Quorum consists of a majority of voting members of the Steering Committee.

8.00.06 **Report.** The Vice President shall report actions of the Steering Committee to the Government.

8.00.07 **Veto.** The Government may veto any action taken by the Steering Committee by a two-thirds vote.

8.00.08 **Reserve Clause.** All powers and functions of the Steering Committee not described in section 8.00.00 are reserved to the Government.

8.00.09 **Planning.** All New Business on the agenda for the Government shall be discussed by the Steering Committee.

8.00.10**Appellate Functions.**Representatives may choose to bring up matters of concern to Steering so long as they concern multiple committees or many members of the Government. If any of the decisions made by the Executive Board are contested by other members of the Government, these decisions may be reviewed and appealed by the Steering Committee. All decisions requiring action by the Steering Committee shall require a two-thirds majority to approve.

**Chapter 9**

**Academic Affairs Committee**

9.00.00 **Purpose.** The Academic Affairs Committee (hereafter AAC or the Committee) shall be the main organizational unit of the Government addressing academic affairs. The Committee shall investigate issues concerning the academic quality of life for students of the College, research, formulate and evaluate proposals pertaining to College policies and practices, and recommend, on behalf of students, the adoption of resolutions and specific courses of actions concerning academic affairs. The Committee shall serve as the Government’s primary instrument of lobbying for student interest on matters pertaining to academics and shall bring together the elements listed in 9.00.02 (a) through (e).

9.00.01 **Composition.** The Academic Relations Officer (hereafter ARO) shall be the Chair of AAC. Besides the Chair, Vice Chair, and members of the Government serving on the committee, the membership shall include all LSA SG appointees to College and University-wide policy-making committees, who shall serve to link AAC with the policy-making committees.

9.00.02 **Implementation.** The Government shall support student participation in academic decision-making by exercising its powers and functions as follows:

(a) **Lobbying.** The Government shall, on behalf of the student body, lobby the faculty and administration by drawing attention to academic issues, or policies that are of concern to students; introducing relevant proposals for faculty consideration; and garnering faculty support for those proposals. The Government shall also provide student feedback on any issue under faculty consideration.

(b) **Resolutions.** AAC members shall discuss, draft, and propose resolutions to theGovernment on matters of academic concern to students.Copies of all Academic Affairs Committee resolutions shall be sent to the Dean of the College from the ARO and the sponsors of the resolution.

(c) **Appointments.** The Government shall work towards inclusion of student voting members on all **academic** policy-making committees of the College. The Government shall appoint qualified students to serve on these committees. These appointees shall serve as the representative voice of the student body on their committees. They shall be responsible to the Government.

(d) **Projects and Activities.** The Government shall sponsor public events (such as public forums with faculty and administrators), which facilitate communication on matters of academic concern. The Government shall also make use of advertising and press releases to increase student awareness of academic issues.

(e) **Elections.** The Government shall use its elections to gather student opinion on questions concerning academics.

9.00.03 **Agenda Format.** Committee meetings shall generally follow the following agenda:

(a) Attendance

(b) Subcommittee Reports (SACDA, TRACES, etc.)

(c) External Committee Reports (Curriculum, etc.)

(d) Guest Speaker(s)

(e) Pressing Issues and Topics

(f) Follow Up

(g) Resolutions

(h) Research Efforts

(i) New Issues and Topics

9.00.04 **Subcommittee Reports.** The chair of each subcommittee (or another member of the subcommittee if the chair is absent) shall report the actions and projects of the subcommittee.

9.00.05 **External Committee Reports.** Appointees to College policy-making committees shall report in-depth on their committees’ activities.

9.00.06 **New Issues and Topics.** Any member of the Committee shall be allowed to suggest new topics or ideas to add to the action plan. Any new project or idea may be discussed, moved to a subcommittee, or moved to a meeting outside of the committee.

9.00.07 **College-Wide Opinion Polling.** The Committee shall formulate zero to three Non-Binding Advisory Questions to appear on an LSA SG ballot during elections in November and March Three weeks prior to a November or March election, the ARO will submit the set of ballot questions to the Government during the New Business section of the agenda. The Government as a whole will select zero to three questions in their final wording to be placed on the ballot the following week when it appears in Old Business. Ballot questions may originate from other representatives and committees than AAC and SLC.

9.00.08 **Student Appointees.** AAC shall include the LSA SG appointees to all academic College policy-making committees, such as the Curriculum Committee. The ARO shall be in charge of creating applications for all student appointee positions on these committees and distributing these applications to members of the Government and the College. The ARO will review the applications, consult who they see fit, and make their appointment decisions. The student appointees shall have sufficient independence in negotiating policy on their committees to function effectively, within the bounds of responsibility provided for in Chapter 16 (“Responsibilities of Appointees”).

**Student Advisory Council for Departmental Affairs**

9.01.00 **Purpose.** As a permanent subcommittee of the Academic Affairs Committee, the Student Advisory Council for Departmental Affairs (hereafter SACDA) shall work to improve the general quality of undergraduate academic departmental services and resources, and advising services

AROor another member of AAC shall attend SACDA. Likewise, the chair or any representative of SACDA shall represent SACDA in AAC.

9.01.02 **Cooperation**. SACDA shall work with staff and administrators in the LSA Academic Centers, Departments, Programs, and other units of the College to improve the student academic experience.

9.01.03 **LSA Student Government Departmental Award of Excellence.** Each year SACDA shall present a department within the College with the LSA SG Departmental Award of Excellence (hereafter DAE). The procedures for the DAE are as follows:

a) **Questionnaire.** SACDA **s**halldraft a questionnaire for the relevant faculty or staff of each department to distribute to their students. The questionnaire should, at minimum, address administrative, advising and teaching practices of the department.

b) **Criteria.** The award shall be decided based on qualitative responses from students that extol the student’s experience with a department; the quantity of questionnaires answered in support of a department will not be considered as important as the caliber and intent of any single recommendation.

c) **Deliberation.** All members of SACDA shall be able to vote on the DAE. This award shall be presented to the winning department at a faculty meeting following the vote on behalf of the LSA undergraduates.

**Technological Resources and Classroom Experience Subcommittee**

9.02.00 **Purpose.** The purpose of the Technological Resources and Classroom Experience Subcommittee (hereafter TRACES) shall be to improve the general quality of learning environments and technology in education by collaborating with Instructional Support Services (hereafter ISS) and bring the specific concerns of students to relevant administrators and seek resolution for these problems.

9.02.01 **AAC Representation.** The AROor another member of AAC shall attend TRACES. Likewise, the chair or any representative of TRACES shall represent TRACES in AAC.

9.02.02 **Duties.** The Committee shall work and maintain relationships with staff and administrators in ISS and Information and Technology Services, the LSA administration, and other units of the College to ensure better use of technology in the classroom and improve classroom environment.

9.02.03 **Election Polling Center.** TRACES shall also be in charge of organizing an unbiased polling center within the LSA SG Office during the election period each semester. TRACES will request computers from ISS to serve as polling sites. For more details regarding the election, refer to Chapter 21.

**Transfer Student Initiatives Task Force**

9.03.00 **Purpose.** The purpose of the Transfer Student Initiatives Task Force (hereafter TSITF) shall be to improve the experience of transfer students - both inside and outside of the classroom.

9.03.01 **Duration.** TSITF shall be in force until the end of the Winter 2017 semester. The TSITF’s duration may be extended by a simple majority vote of the Government and an appropriate amendment to this section.

9.03.02 **Cooperation.** TSITF shall work with the LSA Transfer Student Initiatives Manager, Undergraduate Admissions Office, the Office of New Student Programs (ONSP), the Central Student Government Transfer Student Resources Commission, and any other relevant bodies.

9.03.03 **AAC Representation.** The AROor another member of AAC shall attend TSITF. Likewise, the chair or any representative of TSITF shall represent TSITF in AAC.

9.03.04 **SLC Representation.** The Chair of SLC or another member of SLC shall attend TSITF. Likewise, the chair or any representative of TSITF shall represent TSITF in SLC.

9.03.05 **Duties.** TSITF shall be responsible for the following:

1. **Transfer Student Orientation.** The task force shall work to improve the overall quality of transfer student orientation.
2. **Transfer Credit.** The task force shall work to update and improve the process of transferring credits to the University and increase the ease of doing so.
3. **Transfer Student Success.** The task force shall advocate for increased academic resources for transfer students and the availability and publicity of said resources. It shall also work to reduce transfer shock and the stigma surrounding transfer students.
4. **Recruitment.** The task force shall aid and advise LSA and the Office of Admissions in achieving their goals for increased diversity among transfer students, and shall also advocate to ensure proper publicity of the ability and process to transfer to the University and the College of LSA to high-achieving students state and nationwide.
5. **Housing and On-Campus Community.** The task force shall work to better accommodate transfer students needs in finding on-campus living accommodations and building a community at the University of Michigan.

**Chapter 10**

**Appointments Committee**

10.00.00 **Purpose.** The Appointments Committee shall be the only body to recommend students to the Government for appointment to the following bodies:

(a) Vacant LSA representative seats on the Central Student Government

(b) Vacant representative seats on the LSA SG. Representative seats may only be appointed to fill the position until the election results announcement of the term in which they were appointed.

10.00.01 **Amendments.** Amendments to this Chapter of the Bylaws must be approved by a majority vote of the Government. The Committee may however issue such temporary rules and procedures that are consistent with this chapter on a case-by-case basis in order to facilitate expediency and efficiency.

10.00.02 **Composition.** The Committee shall consist of

A) A Chair, who must be an Elected Representative.

B) A Vice-Chair, who must be an Elected Representative.

10.00.03**Duties.**The duties of the Committee shall be as follows:

A) The Chair and Vice-Chair, shall organize outreach initiatives that increase participation in the Government. The Chair and Vice Chair shall also organize mass meetings each semester and develop an informational presentation to be delivered for prospective members of the Government.

B) The Committee shall promote the appointments process and recruitment for the Government through the distribution of mass e-mails, flyers, quarter-sheets and other appropriate materials.

C) The Committee shall oversee the appointments process outlined in the following sections.

D) The Chair and Vice-Chair shall be responsible for encouraging willing new members to seek out mentors who are experienced members of the Government, and if possible, for pairing willing experienced members of the Government to mentor willing new members.

F) The Committee may advise and aid committees, subcommittees, and task forces in finding additional members.

**The Appointments Process**

10.01.00**Procedures.** The appointment***s*** process shall be governed according to the procedure outlined in 10.01.00-10.01.13.

10.01.01**Eligibility Requirements.** All persons applying for appointment to a vacant representative seat must be currently enrolled in the College. No elected or appointed representative may be an elected or appointed representative in both LSA SG and Central Student Government. In the case in which a person is elected or appointed to a seat in both governments, they must immediately vacate one of the seats before assuming the other.

10.01.02**Appointment Forms.** The Committee shall develop an appointments application form. The External Relations and Communications Committee shall make the form available on the LSA SG Website. The External Relations and Communications Committee shall help with the advertisement of the process. All applicants must complete and submit this form prior to a deadline selected by the Chair and Vice-Chair of the Committee to allow adequate time for recommendation at the Candidates Selection. Completed forms should be submitted to the Appointments Committee Chair in whichever way specified by the committee.

10.01.03 **Qualifications**. Recommended qualifications for applicants to each appointed position are as follows:

(a) **Vacant LSA representative seats on the Central Student Government.** No prior student government experience is required.

(b) **Vacant representative seats on LSA SG.** No prior student government experience is required.

10.01.04 **Interviews.** The Appointments Committee must interview all applicants. The Committee shall develop a list of standard interview questions to ask the applicants about their interest in the position and their qualifications for said position. Audio recordings of the portion of the interview deemed essential by the Chair and Vice-Chair are strongly encouraged as they provide the selection body with a more holistic perspective on each applicant. The Committee shall also inform the applicant of the duties associated with the position as outlined in Chapter 16. In order to vary perspectives on the candidates and to facilitate the speed of the appointments process, it is strongly recommended for voting members of the Government to assist in interviewing applicants.

10.01.05 **Deliberations.** All Appointments deliberations and voting shall be held privately following the final interview for a given seat or set of seats. The Committee may conduct discussion first or vote immediately. The Chair and Vice-Chair shall then provide the selection body with background information and if available, the audio recording of the interview, for each applicant prior to the Candidates Selection process.

10.01.06**The Procedures of the Candidates Selection.** Quorum for Candidates Selection on any number of vacancy shall consist of at least two-thirds of the elected representatives currently serving. With the exception of the President and Vice President, all members of the Executive Board will not count towards quorum and are not eligible to vote, but are strongly encouraged to participate in the discussion of candidates. The Counsel shall preside as the Chair of the Candidates Selection process. The procedure for the Candidates Selection shall comply with Robert’s Rules of Order and with the procedure stated in this chapter. Before the beginning of each selection, the Counsel shall clearly state the procedure of the selection process, the duties associated with the seats that need to be filled, and then present information from the candidates’ interviews and applications to all present. Then the Chair and Vice-Chair shall proceed to give their recommendations on each of the candidates.

10.01.07**Process of the Candidates Selection.**The Committee shall engage in open discussion about each candidate. The representatives present shall vote by a ballot. Once the representatives have voted, the Chair and the Vice-Chair shall tally the points and then announce to the voting body the nominated candidates. The voting body may not adjourn until a final tallying of the votes indicate no incidence of a tie. In the case of a tie, the selection body will repeat the procedures as outlined above only for the candidates whose votes have resulted in a tie. There shall be no revote on any candidate once the votes have been tallied. The Chair and Vice-Chair shall keep a record of the amount of votes received by each candidate in the case that the voting body rejects a nominee during the Confirmation process.

10.01.08 **Announcement of Decision.** The Committee shall announce its nominations to all applicants upon completion of voting.

10.01.09 **Nominations.** The Chair shall introduce the nominees at the next general meeting of the Government following the decision of the Committee. Central Student Government representative nominees are strongly encouraged to attend; LSA SG representative nominees are required to attend.

10.01.10 **Confirmation.** A voting body consisting of the Vice President and elected representatives may approve the nominees by acclamation. The nominees shall be asked to leave the meeting during the time of approval. If a voting member objects to approval by acclamation, a majority vote is needed to approve each nominee. In the case that the Government rejects a nominee by a majority vote (or if the nomination is withdrawn), leaving a seat or set of seats within that appointments jurisdiction vacant, the Appointments Chair and Vice-Chair shall present the remaining candidates in the order of votes received during the Candidates Selection process and the voting body shall appoint a representative by a majority vote. A rejected nominee may not be re-nominated for the same position within the same term. The Secretary shall take the attendance for the opening roll call of the newly appointed representatives retroactively.

10.01.11 **Procedural Bypass.** The Government may, by a unanimous vote, bypass the procedures listed in this Chapter.

10.01.12 **Vacancy Between Confirmation and Elections.** In the case that an elected representative vacates his or her seat after the appointments process and prior to the election within that semester, the Government shall appoint a representative using the method as outlined in 10.01.10 in the scenario of a rejected nominee. It is at the discretion of the Chair and Vice-Chair to decide whether the appointment of a representative is necessary.

10.01.13 **Appointee Conduct.** The Secretary shall be responsible for monitoring appointee conduct.

10.01.14 **Appointee - Government Contact*.*** Once the recommended candidates have been confirmed by the Government, the Chair and Vice-Chair shall explain the duties, requirements and obligations that they are required to fulfill in their new positions. The Chair and Vice-Chair shall also encourage all willing appointees to seek out mentors who are experienced members of the Government. The Chair and Vice-Chair shall serve as liaisons between the government and its appointees, particularly in conveying governmental directives.

**Chapter 11  
Budget Allocations Committee**

11.00.00. **Title and Short Title.** The title of this chapter of the Bylaws shall be The External Budget Allocations Procedures of LSA Student Government. The short title shall be The BAC Bylaws.

11.00.01. **Purpose**. The Budget Allocations Committee (hereafter known as BAC) shall make all recommendations for the allocation of Government funds to student initiatives and monitor the expenditure of these funds. BAC shall also submit a budget of these funds to the Government for approval.

11.00.02. **Amendments.** Amendments to this Chapter of the Bylaws must be approved by a majority vote of the Government. The Committee may however modify the contents of this chapter, or issue such temporary rules and procedures that are consistent with this chapter, on a case-by-case basis.

**Committee Membership**

11.01.00. **Composition**. The voting membership of the Committeeshall consist of**:**

(a) the Chair (who must be an elected representative, appointed representative, or any individual that has served as a member of the Committee during a past cycle)**,**

(b) the Vice-Chair (who must be either an elected representative, appointed representative, associate representative, or any individual that has served as a member of the Committee during a past cycle),

(c)the Treasurer,

(d) any interested voting members of the Government (elected representatives, appointed representatives, and executive board members)**,** and**,**

(e)up to ten non-voting members of the government who shall be appointed to the committee in coordination with the Appointments Committee in accordance with the procedures listed in 11.01.01-02.

11.01.01. **Appointments.** The BAC Chair and Vice Chair shall work with the Appointments Committee to appoint up to ten members who are not elected/appointed representatives or executive officers, who shall be referred to as BAC At-Large members. The BAC Chair and Vice-Chair shall create an application for interested applicants to complete. The BAC Chair and Vice Chair, along with any interested elected representatives or executive officers, shall also hold interviews with applicants. The BAC Chair, BAC Vice Chair, and the Appointments Committee shall then create a list of recommended members, who shall be recommended to the Government at the next General Meeting under Appointments Committee Recommendations. In the event that an applicant for a BAC At-Large seat is made an LSA SG Appointed Representative, then they shall not also be made a BAC At-Large member.

11.01.02. **Approval of Appointments.** The Government must approve or reject these recommendations by a majority vote. If any of the recommended members are rejected, the Committee may present another recommendation.

11.01.03. **Voting.** The Chair shall vote in the case of a tie. Any voting member of the Government and any At-Large representatives shall serve as voting member of the Committee.

11.01.04. **Attendance.** BAC At-Large members are expected to attend:

(a)the General meeting where the BAC At-Large members get nominated and approvedby the Government,

(b)the new BAC At-Large member Training Session, and

(c)all weekly BAC Committee meetings.

Missing any of these meetings counts as an absence. BAC At-Large members are allowed four unexcused absences each semester. An absence may be excused if the At-Large member sends an email to both the BAC Chair and Vice Chair at least three days prior to the expected absence, or at the discretion of the Chair and Vice Chair (such as in the case of extenuating circumstances). If an At-Large member accumulates more than four unexcused absences then the At-Large member must communicate with the Chair and Vice Chair to discuss how to proceed. The final decision lies with the Chair and Vice Chair, who may remove them from the Committee.

**Meetings and Operating Procedures**

11.02.00. **Meetings**. The Committee shall meet at least every week following the appointment of the At-Large members during the fall and winter semesters. The Vice-Chair shall record and publish the minutes of each BAC meeting.

11.02.01. **Procedures**. BAC shall make recommendations to the Government regarding funding allocations to student organizations under the procedures listed in 11.02.01-11.02.15.

11.02.02. **Direct Allocations.** All SOAS registered Student Organizations may apply for funding from LSA SG BAC. The Budget Allocations Committee shall accept funding applications from recognized student organizations. Each group may submit one application per cycle for a total of four applications per semester. The maximum allocation allowed per individual group per semester is $2,000.

11.02.03. **Recommendations**. BAC shall inform all organizations of their duties as an applicant for funding from the Government on the LSA SG website and within the BAC funding application form. BAC shall report on the applications reviewed and/or appeals interviews and make recommendations to the Government at the first meeting following the completion of the reviews. The Chair and Vice Chair shall send all allocation recommendations that the Committee has approved to the LSA SG Vice President to be placed in the Budget Allocations Committee Recommendations section of the agenda for the next General meeting of the Government.

11.02.04. **Application Form.** BAC shall prepare an application that student organizations seeking funding shall be required to complete in its entirety. This form shall include a timetable of the funding cycles for that semester, a breakdown of what expenses BAC usually does and doesn’t fund, and a breakdown of the applicant’s duties.

11.02.05. **Applicant’s Duties.** It shall be the duty of any organization applying to LSA SG for funding to complete and file the application, schedule an interview with the BAC Chair if the group desires to do so, and to check on the status of the application. If an organization receives funding from the LSA SG, it is the duty of the organization to place the LSA SG logo on any publication materials related to the event and to submit copies of receipts to the Treasurer of LSA SG. The dollar amount transferred will reflect the dollar amount of the receipts submitted up to the amount allocated by BAC. No group shall be reimbursed for any expenses that were not specified by the Budget Allocations Committee and approved by LSA SG. No funds shall be transferred until the duties of the applicant are fulfilled. If no copies of receipts are submitted by the specific date prescribed by the Budget Allocations Committee at the time of the allocation, the allocation is forfeited.

11.02.06. **Confirmation**. The Government must approve or reject the finalallocation by a majority vote. If an allocation is rejected, the Committee must present another recommendation at the next LSA SG meeting.

11.02.07. **Record Keeping.** The BAC Chair, Vice-Chair, and Treasurer shall maintain information regarding the current status of each funding allocation made by the Government under this procedure. The Chair and Treasurer shall record the amount allocated to each group for each event and for what specific purpose they can use the allocated funds.

11.02.08. **Funding Cycles.** BAC shall organize its application process into funding cycles, which shall each have their own application deadline and Funding Allocation Review Meeting (hereafter BAC FARM), which shall take place during one of the Committee’s weekly meetings. Any funding applications received after the deadline for one funding cycle shall be reviewed during the BAC FARM for the next funding cycle, except for those received after the final funding cycle’s application deadline which shall not be reviewed. A timetable of the funding cycles and appeals meetings shall be included into the funding application form.

11.02.09. **Funding Allocation Review Meeting.** Quorum for a BAC FARM shall consist of six voting members of the Government (including the Chair, Vice Chair, and the Treasurer), and a majority of the At-Large members. At each BAC FARM, the Committee shall review all submitted applications for that funding cycle and vote on allocation recommendations for the Government. The Committee must approve all recommendations by a majority vote before submitting them to the General Assembly.

11.02.10. **Procedural Bypass.** The Government may, by a unanimous vote, bypass the procedures listed in this Chapter and make a direct funding allocation(s) to any recognized student organization.

11.02.11. **Appeals**. The BAC Chair will designate appropriate funds to be used for allocation appeals. The BAC Chair will schedule and conduct interviews for organizations petitioning for additional funding for expenses already petitioned for at a previous BAC FARM at the Committee’s weekly meeting. Quorum for Appeals shall consist of at least three voting members of the Government (including the Chair, Vice Chair, and the Treasurer), and four At-Large members. The Committee must approve a funding increase by a majority vote.

11.02.12 **Group Criteria.** Preference for funding will be given to groups that:

(a) affect large numbers of LSA students

(b) put on events with an academic, cultural or community service focus

(c) put on events that affect the Ann Arbor and University of Michigan community

(d) have made an effort to receive funding from other sources

(e) thoroughly complete the application for funding with detailed descriptions. Applications with missing, misleading and false information will not be reviewed and will be ineligible for an appeal.

(f) put on unique events

(g) have demonstrated a history of utilizing allocated funds, should they have been allocated funds in the past

(h) demonstrate financial need

11.02.13. **Funding Item Criteria.** The Committee will usually not approve funding for the purchase or creation of the following items:

(a) capital goods (electronic equipment, tools, sports equipment, T-shirts, etc.)

(b) food or beverage

(c) salaries for services

(d) transportation

(e) donations

(f) events to raise money or distribute scholarships/awards, unless LSA SG’s name appears as part of the gift award or scholarship

(g)events that are only open to specific groups of students on campus

(h)events taking place beyond walking distance from campus

11.02.14. **Additional Criteria.** As per rules of the University and applicable state and federal laws, LSA SG will never fund the following items:

(a) Political campaign activities

(b) Staff salaries

(c) Illegal activity

(d) For-Profit activities

(e) Charitable donations to organizations outside the University

(f) Alcohol and tobacco products

(g) Religious exercise

11.02.15. **Fairness of Evaluation.** Members of the Committee shall attempt to make objective decisions and remain unbiased towards all groups, regardless of their association with the group being evaluated for funding or their beliefs about the organizations missions and goals. If a voting member is member of a group that is requesting funding, they must abstain from the review of that specific group’s application.

**Advertising and Outreach**

11.03.00. **Student Group Outreach**. Before each funding cycle, the Committee shall work with the External Relations and Communications Committee to publicize for that cycle.

11.03.01. **Website Page.** BAC shall work with the External Relations and Communications Committee to Create and maintain a page on the LSA Student Government Website to publish the BAC Membership application, funding application, appeals application, reimbursement forms, and all other relevant BAC documents.

**Chapter 12**

**External Relations andCommunications Committee**

12.00.00 **Purpose.** The External Relations andCommunications Committee (hereafter the Committee or ERCC or Communications or COMM) shall inform the student body about Student Government and affiliated events through various forms of publicity. This includes the events and actions of all committees and the Appointments Process. The Committee shall coordinate interaction between representatives and student groups. The Committee shall also have the responsibility of maintaining the Government web page and soliciting the opinion of the LSA student body. The Committee shall work to solidify the communication among committees and members through the publication of a weekly Government newsletter.

12.00.03**Composition.** The Chair of ERCC shall be the External Relations Officer (hereafter ERO). Besides the Chair, Vice Chair, and regular membership the Committee shall also include the Website Manager.

12.00.04**Website Manager.**The Website Manager shall be in charge of updating the LSA SG Website alongside the ERO and the ERCC Vice Chair. The Website Manager shall be appointed by the ERO and the ERCC Vice Chair. The Website Manager shall ensure that the LSA SG website is up to date and properly utilized.

12.00.05 **Duties.** The Committee shall be responsible for the following:

(a) **Outreach.** The Committee shall be responsible for communication between University students and the Government.

(b) **Postings.** All public posting for the purposes of advertising LSA SG activities shall be planned andcreated by the committee, and posted across campus.

(d) **Banners and Diag Boards.** The Committee shall be responsible for entering LSA SG in all lotteries run by the SORC for banner and Diag board reservations. The Committee shall also be responsible for coordinating the creation of banners and Diag boards to publicize government events.

(e) **Recruitment.** The Committee shall assist the Appointments Committee with recruiting new members for the Government. Additionally, the Committee shall assist any other committees in the purposes of project/event advertisement and recruitment.

12.00.06 **Subcommittee Reports.** The chair of each subcommittee (or another member of the subcommittee if the chair is absent) shall report the actions and projects of the subcommittee.

12.00.07 **The SG Digest.** The Government shall publish a bi-monthly newsletter detailing the actions of LSA Student Government and this shall be made available on the LSA SG Website.

12.00.08 **Direct Constituency.** The Committee is responsible for overseeing the construction of all Direct Constituency emails, whether they originate within the Committee or from another committee. As a part of its semester action plan, the Committee will develop a tentative timeline for the three to five direct constituency emails for that semester.

12.00.09 **Record Keeping.** The Committee shall be responsible for maintaining photo documentation of the Government’s events and activities in addition to keeping track of publications pertinent to the Government.

12.00.09 **LSG SG Scrapbook.** The Committee is responsible for producing a scrapbook every semester whose purpose is to summarize the Government’s work for the term. Selected members of the committee is to present the scrapbook to the Government during a General meeting at the end of every semester.

12.00.11 **Other Duties.** The Committee shall take any other actions that are deemed appropriate to inform the student body of LSA SG actions and activities.

**Alumni Relations Council**

12.01.00**Purpose.**The purpose of the Alumni Relations Council (hereafter the ARC) shall work to establish stronger connections between LSA students and University alumni. The ARC shall also maintain the relationship between present and past members of the Government.

12.01.01**ERCC Representation.** At least one member of ERCC in addition to the ERO, shall attend ARC. Likewise, the chair or any representative of ARC shall represent ARC in ERCC.

12.01.02 **Cooperation.**The ARC shall work with the Alumni Center, the Career Center, the Dean’s Young Alumni Council, LSA Internship Network, LSA Opportunity Hub, and other relevant organizations to increase contact between LSA students and alumni, increase job opportunities available from alumni to students, and collaborate on events.

12.01.02 **Duties:**ARC shall be responsible for, but not limited to, the following:

1. **Alumni Related Events.** The ARC shall organize Alumni Related Events - including at least one Alumni Connections Event per semester.
2. **Research, Internship, Job Opportunities through Alumni.** The ARC shall work to advocate that alumni reach out to students with research, internship, and job opportunities.
3. **Maintain and Update the LSA SG Alumni Database.** The ARC shall be responsible for maintaining and updating an electronic LSA SG Alumni Database, obtaining information from graduating seniors in order to add them to the database, and contacting alumni once per academic year to ensure that LSA SG has their most recent information. This database shall include information about the educational and work experience of alumni who choose to submit information and shall be made available to the ARC Chair, Vice-Chair, and the Executive Board to protect the privacy of alumni.
4. **Accept and Distribute Job Postings and Opportunities from Alumni.** The ARC shall work with the Career Center, the Alumni Center, and LSA SG alumni to send LSA SG job postings and opportunities that may be of interest to LSA SG members.
5. **Maintain the LSA SG LinkedIn Group.** The ARC shall manage the LSA SG LinkedIn Group and actively work to increase membership from both current and former members of the Government. The Committee shall be responsible for sharing opportunities pertinent to employment, internship, and research on the LinkedIn page.

**Public Activities Council**

12.02.00 **Purpose.** The Public Activities Council (hereafter PAC) shall plan and implement public programs and events primarily for the students of the College. PAC shall focus on community service both on campus and in Ann Arbor.

12.02.01 **ERCC Representation.** At least one member of ERCC in addition to the ERO, shall attend PAC. Likewise, the chair or any representative of PAC shall represent PAC in ERCC.

12.02.02 **Social and Public Events.** PAC shall plan and implement at least one social and one service event each semester. The purpose of these events will be to foster a spirit of community within LSA SG.

12.02.03 **Outreach Program.** PAC shall work with other student organizations by sponsoring and planning joint events. These events will typically be (but not limited to) events for the benefit of members of the College of LSA and University communities.

**Chapter 13**

**Internal Review Committee**

13.00.00**Purpose.**The purpose of the Internal Review Committee (hereafter IRC) shall be to review changes to bylaws, resolutions and constitutional amendments concerning the content, grammar and structure. The Committee shall also promote our connection with LSA students by reviewing constituent complaints brought against any action of the Government. Additionally the IRC shall work with each individual committee to maintain the institutional integrity and strength of the committees. Furthermore, IRC shall work to promote a comprehensive history of the Government using data compiled by previous Historians to inform those who are interested on the traditions and practices of the Government.

13.00.01 **Composition.** The Chair of the Internal Review Committee shall be the Counsel. Besides the Chair, Vice Chair, and regular membership, the committee shall also include the Project Coordinator.

13.00.02 **Project Coordinator.** The project coordinator will compile the reports submitted by the Chairs of each committee in the days before Steering Committee. They will make a presentation to steering over what projects the committees and representatives are pursuing. They will also analyze the reports, and look for area of collaboration between committees and representatives. If any are found, this will also be included as a recommendation in their presentation, so that the committees and representatives can adapt accordingly. The Project Coordinator will also be responsible for providing monthly updates at a general meeting to the Government as to the amount of projects that have been completed, and the number that are in progress. The Project Coordinator will be elected by the Government, by a majority in conjunction with Chairs and Vice-Chairs.

**Duties of the Internal Review Committee**

13.01.00 **Complaints against Government Actions.**In order that our constituents have a greater sense of connection with their government, this shall be the system that the Government shall follow.

(a) **Motion*.*** Any constituent of the College may bring up a complaint against the Government. The complaint must be sent in writing and through a form made available on the LSA SG Website. The form shall include details such as the constituent(s) name(s), specific government action, justification for the complaint, and requests from the government.

(b) **Internal Review Committee*.*** The Committee shall ascertain what action should be taken because of the motion. Should the constituent request be unclear or misunderstood, the Committee shall refer back to the constituent(s) for further information. Based on information given by the constituents, the Committee may decide by majority whether to give this motion to the committee or Government, to reject or to abstain from the motion.

(c) **Seeking Committee and Government Action.**The Committee shall inform and recommend to the Steering Committee any actions that should be taken concerning the constituent’s plea. Should the constituent’s complaint concern a bylaw, constitutional amendment or resolution, the IRC must report any recommendations and actions taken to all committees and representatives concerned. The IRC may mediate a discussion between the constituent and the Government to understand what can be done. The Government and concerned committee(s) shall then respond to constituent’s request.

(d) **Information*.*** At each stage, the IRC shall remain in contact with the constituent(s) until the matter has been settled by the Government.

(e) **Appeal.**In recognition of the fact that an appeals process is integral to ensuring a fair process, the IRC acknowledges that there is no internal mechanism for appealing Government decisions and as such designates the Central Student Judiciary as the Court of Appeals for all Government decisions. This appeals process will follow the procedures set forth in the Central Student Judiciary Manual of Procedure for appeals.

13.01.01 **Bylaw, Resolution and Constitutional Changes.** The IRC is able to help any member of the Government with the drafting, revising and editing of bylaws, resolutions and constitutional changes. The IRC’s main task in this duty is to anticipate potential friendly and unfriendly amendments by reducing the number friendly amendments and discussing potential problems within constitutional amendment, bylaw and resolution changes. This is done to encourage fruitful discussion of amendments, bylaws and resolutions in Steering Committee and General Government meetings.

13.01.02 **Committee Review.**The IRC shall work with each committee to create an action plan for committees to retain and find new members, develop their institutional memory and produce government projects. The IRC shall encourage committees to use the reports of previous administrations to review current practices and update their bylaws accordingly.

**Chapter 14**

**Student Life Committee**

14.00.00 **Purpose.** The Student Life Committee (referred to herein as The Committee) shall actively work to improve the lives of LSA students outside of the academic sphere.

14.00.01 **Improvement of Well-Being.** The Committee shall be charged with working on at least two improvements to the general well-being of LSA students each semester. The body will take into consideration concerns raised by Student Life members, government members, and any constituents present.

14.00.02 **Student Services.** The Committee shall work to improve the quality and availability of the College’s services.

14.00.03 **This Sucks.** The Committee shall be responsible for managing and advertising the [thissucks@umich.edu](mailto:thissucks@umich.edu) email, and with addressing constituent concerns arising from it.

14.00.03 **Subcommittee Reports.** The chair of each subcommittee (or another member of the subcommittee if the chair is absent) shall report the actions and projects of the subcommittee.

14.00.04 **New Issues and Topics.** Any member of the Committee shall be allowed to suggest new topics or ideas to add to the action plan. Any new project or idea may be discussed, moved to a subcommittee, or moved to a meeting outside of the committee.

14.00.05 **College-Wide Opinion Polling.** The Committee shall formulate zero to three Non-Binding Advisory Questions to appear on an LSA SG ballot during elections in March and November. The ITD election staff shall be responsible for tabulating the results. The ballot issues should be carefully chosen so that the election coincides with the Committee’s ability to influence College policy making on those issues; or, the questions may simply ask which issues are of importance to students. Two weeks prior to a March or November election, the SLC Chair will submit the set of ballot questions to the Government during the Academic Affairs Committee Resolutions section of the agenda. The Government as a whole will select zero to three questions in their final wording to be placed on the ballot. Ballot questions may originate from other representatives and committees than AAC and SLC.

**Diversity Affairs Council**

14.01.00 **Purpose.** The Diversity Affairs Council (hereafter DAC) shall strive to improve the social equality of students of the College. DAC shall also work to maintain an inclusive community on campus and within LSA SG. DAC will write resolutions, plan events, and collaborate with other student organizations in order to diversify students’ perspectives of issues pertaining to, but not limited to, race, ethnicity, nationality, religion, gender identity, socioeconomic status, ability status, and sexual orientation in order to improve the overall quality of life for LSA students.

14.01.01 **SLC Representation.** At least one member of SLC in addition to the SLC Chair, shall attend DAC. Likewise, the chair or any representative of DAC shall represent DAC in SLC.

14.01.02 **Duties.** DAC shall be responsible for, but not limited to, the following:

1. **Student Organization Outreach.** DAC will establish and maintain contacts with organizations aimed at promoting equality for communities listed in 14.01.00.
2. **Campus Climate.** DAC shall actively listen to and advocate for the concerns of LSA students in regards to Campus Climate and work to address bias incidents that occur on campus.
3. **Academics.** DAC shall collaborate with the LSA SG Academic Affairs Committee on academic issues pertaining to diversity, such as the Race and Ethnicity requirement.

**Health Subcommittee**

14.01.01**Purpose.**The Health Committee (hereafter Health) shall work to improve the general quality of health, both physical and mental, for students of the University.

14.01.02 **SLC Representation.** At least one member of SLC in addition to the SLC Chair, shall attend Health. Likewise, the chair or any representative of Health shall represent Health in SLC.

14.01.03**Improvement of Well-Being.**The Committee shall be charged with working on at least two improvements to the general well-being of LSA students each semester. The body will take into consideration concerns raised by Committee members, government members, and any constituents present.

14.01.04**Cooperation.**The Committee shall work with staff and administrators throughout the University including but not limited to SAPAC, CAPS, and UHS in order to address student and University health needs and to raise awareness of various health related issues, problems, and crisis.

**Taking Responsibility for the Earth and Environment Subcommittee**

14.02.00 **Purpose.** The Taking Responsibility for the Earth and Environment Subcommittee (referred to herein as the Subcommittee or TREES) shall actively work to improve the lives of LSA students outside of the academic sphere by promoting the culture of sustainability and advocating for environmental awareness.

14.02.01 **SLC Representation.** At least one member of SLC in addition to the SLC Chair, shall attend TREES. Likewise, the chair or any representative of TREES shall represent TREES in SLC.

14.02.02 **Improvement of Sustainability.** The Subcommittee shall be charged with working on at least two improvements to the sustainable well-being of LSA students each semester. The body will take into consideration concerns raised by Subcommittee members, government members, and any constituents present.

14.02.03 **Duties.** The Subcommittee shall be responsible for each of the following:

(a) **Student Services**. The Subcommittee shall work to improve the quality and availability of the College’s sustainability measures for students.

(b) **Campus Climate**. The Subcommittee shall work to create a more sustainable campus climate by creating opportunities for students within the College to interact more cooperatively with each other surrounding issues of environmental awareness.

(c) **Governmental Sustainability.** TREES shall collaborate with the rest of the Government and all of its committees and subcommittees to increase the sustainability of LSA SG events and LSA SG overall. The TREES Chair and Vice Chair will also become trained in Zero Waste.

**Transfer Student Initiatives Task Force**

14.03.00 **Purpose.** The purpose of the Transfer Student Initiatives Task Force (hereafter TSITF) shall be to improve the experience of transfer students - both inside and outside of the classroom.

14.03.01 **Duration.** TSITF shall be in force until the end of the Winter 2017 semester. The TSITF’s duration may be extended by a simple majority vote of the Government and an appropriate amendment to this section.

14.03.02 **Cooperation.** TSITF shall work with the LSA Transfer Student Initiatives Manager, Undergraduate Admissions Office, the Office of New Student Programs (ONSP), the Central Student Government Transfer Student Resources Commission, and any other relevant bodies.

14.03.03 **AAC Representation.** The AROor another member of AAC shall attend TSITF. Likewise, the chair or any representative of TSITF shall represent TSITF in AAC.

14.03.04 **SLC Representation.** The Chair of SLC or another member of SLC shall attend TSITF. Likewise, the chair or any representative of TSITF shall represent TSITF in SLC.

14.03.05 **Duties.** TSITF shall be responsible for the following:

1. **Transfer Student Orientation.** The task force shall work to improve the overall quality of transfer student orientation.
2. **Transfer Credit.** The task force shall work to update and improve the process of transferring credits to the University and increase the ease of doing so.
3. **Transfer Student Success.** The task force shall advocate for increased academic resources for transfer students and the availability and publicity of said resources. It shall also work to reduce transfer shock and the stigma surrounding transfer students.
4. **Recruitment.** The task force shall aid and advise LSA and the Office of Admissions in achieving their goals for increased diversity among transfer students, and shall also advocate to ensure proper publicity of the ability and process to transfer to the University and the College of LSA to high-achieving students state and nationwide.
5. **Housing and On-Campus Community.** The task force shall work to better accommodate transfer students needs in finding on-campus living accommodations and building a community at the University of Michigan.

**Chapter 15**

**Spring/Summer Operations: LSA Summer Student Government**

15.00.00 **Purpose**. The Spring/Summer Term LSA SG shall ensure that interests of the students are represented during spring and summer academic calendars.

15.00.01 **Composition**. The Spring/Summer Term LSA SG shall consist of all members of the Government who are able and willing to convene, both online and on the Ann Arbor campusduring spring and summer academic calendars. Quorum shall consist of one fourth of voting members of the Government.

15.00.02 **Meetings**. Meetings for Spring/Summer Term LSA SG shall be at the discretion of the Executive Board. Should the Executive Board call a meeting during the Spring/Summer calendar, they must inform the voting members of the Government at least two weeks in advance. Any members who are not able to attend a physical or virtual meeting must inform the Secretary of their absence. There shall be no proxy votes for these meetings. Meetings shall follow the meeting procedures outlined in the Bylaws.

15.00.03 **Budget**. Any funds to be disbursed by the Spring/Summer Term LSA SG must have been allocated and approved by the regular Government prior to the start of the spring term. The Spring/Summer Term LSA SG shall not make disbursements exceeding this allocation.

15.00.04**Virtual Meetings.**A digital meeting of the Government may be called at the discretion of the Executive Board. This meeting should include an audio and visual component so people are able to properly confer. Presence for the sake of this chapter shall be defined as being online and, through the use of some platform, is able to hear and/or see other members of the Government.

15.00.05**Special Meetings.**The Government may call a Special Meeting adhering to the rules of Chapter 2 of the Bylaws. Quorum to have a virtual special meeting requires two thirds of the Executive Board’s presence and one third of the committee chairs and elected Representatives to be present.

15.00.06 **Spring/Summer Restrictions**. No amendments to the Bylaws shall be made during the spring and summer academic calendar. No elections shall be held, and no referenda may be initiated. No committees, subcommittees, or task forces shall be required to meet. No absences shall be counted, and no members’ vacancies shall be declared.

**Chapter 16**

**Responsibilities of Appointees**

16.00.00 **Title and Short Title.** This chapter shall be known as the Responsibilities and Functions of Appointees of LSA SG. The short title shall be the Responsibilities of Appointees.

16.00.01 **Authority.** The Government has the authority to enact this chapter under Article V, Section F of the LSA SG Constitution which states: “To appoint or provide procedures for the appointment of student representatives to College and University wide committees, to College and University wide boards, to College and University wide panels, and to vacant seats representing the College on the Central Student Government (or its successor), and to remove or provide procedures for the removal of such appointees.”

16.00.02 **Applicability.** This chapter shall apply to any student appointed by the Government to any College or University-wide committee, board, or panel which is not judicial but rather is legislative or policy-making in nature, such as the LSA Curriculum Committee, the LSA Joint Student/Faculty Committee, any other advisory or policy-making committee to which the Government may appoint members, and vacant LSA seats on the Central Student Government.

16.00.03 **Inapplicability.** This chapter shall specifically not apply to members of any College or University-wide committee, board, or panel which is not legislative but rather is judicial in nature, such as the LSA Academic Judiciary, nor shall it apply to appointed members of LSA SG.

16.00.04 **Explanation of Responsibilities.** Every applicant for a position that falls under the authority of this chapter shall have access to this chapter via the LSA SG website. The Appointments Committee shall explain the importance of this chapter to the applicant and shall secure the applicant's explicit adherence to this chapter's provisions as a condition for consideration for appointment.

**Political Responsibilities**

16.01.00 **Rationale.** Appointees of the Government represent the students of the College through their democratic student government, LSA SG. As such, they are expected to adhere to all policies of the Government and to obey all mandates of the Government as provided below.

16.01.01 **Adherence to Government Policy.** "Government policy" refers to any statement by the Government (as a resolution or in any other form) with political import. Appointees shall, on their committees, support any measure which furthers Government policy and shall oppose any measure which is contrary with Government policy.

16.01.02 **Obedience to Government Mandates.** "Government mandates" refers to any specific directive from the Government to appointees as to how to vote on a particular question, or as to action to be taken under specified circumstances. A mandate shall require a majority of the total membership of the Government for passage. If the appointee fails to comply with such a mandate, unless the appointee shall provide satisfactory explanation to the Government at its next meeting, the Government shall consider the recall of the appointee. The Government may then immediately recall the appointee(s) by a two-thirds vote.

**Non-Political Responsibilities**

16.02.00 **Organization Activity Information.** An appointee shall ensure that LSA SG is provided with as much information as possible on the activities of the organization. This information shall include agendas, minutes, written reports and other materials submitted to or generated by the organization. If there is more than one appointee serving in the organization, the Appointments Chair will notify which appointee is assigned these responsibilities.

16.02.01 **Reports.** An appointee must submit a report to the government at least once a month. This report should, if possible, be an oral presentation to the government. If an oral presentation is not possible for a governmental period a written report should be submitted to the Appointments Chair to be presented to the government.

**Conduct of Appointees**

16.03.00 **Monitoring.** The Appointments Committee shall be responsible for monitoring the conduct of the government’s appointees to any body which the government appoints members.

16.03.01 **Communications.** The Appointments Committee should endeavor to keep open and active communications with all appointees.

16.03.02 **Recall.** If for any reason an appointee cannot or will not discharge his or her responsibilities as defined in this chapter, he or she should immediately submit a written resignation. If he or she fails to submit a written resignation, the Government may recall the appointee(s) by a two-thirds vote provided that one week’s notice of a recall vote is given.

**Chapter 17**

**Office Space and Record Keeping  
Office Space**

17.00.00 **Office Space Functions**. The functions of the LSA SG office are as follows:

1. **Constituent Interaction.** The primary purpose of the office is to provide constituents the ability to meet with to their elected representatives. Each member of the Government shall be required to spend at least one hour per week in the office to assist constituents (see Chapter 5).
2. **Office Maintenance.** The physical office space and design shall be maintained by the Vice President. The members of the Government shall be responsible for helping to keep the office clean and organized.
3. **Member Communication.** The office shall facilitate communication among members of the Government to improve the effectiveness of the Government as an organization. Each government officer, elected representative, appointed representative, committee chair, and committee vice-chair shall have a mailbox to receive messages and correspondence from other members and from LSA constituents.
4. **Records and Files**. The Government shall maintain its records and files, including financial records, minutes from Government meetings, copies of the Constitution and Bylaws, minutes from external committees (if provided to LSA SG), committee records, judicial records, and other important information. All BAC and financial records shall be maintained in the office for a minimum of seven years before they can be thrown out or transferred to the University of Michigan Bentley Historical Library (hereafter the Bentley). All other documents, ephemeral material, and personal records of LSA SG or organizations it interacts with or collaborates with can be transferred to the Bentley at the discretion of the Executive Board after obtaining approval through the process laid out in 17.01.03. Any LSA SG documents not stored in the office shall be preserved in the Bentley. Any LSA students who wishes to have the physical copies of the material may submit a request to the LSA Secretary and Counsel who may accept or deny the request. All documents stored at the Bentley are publicly accessible.

17.00.01 **Office Access.** Each member of the Government shall be given access to lock and unlock the office. When a member of the Government ceases to be remain a member of the Government be it through graduation, resignation or removal from office, the Secretary shall revoke access for these members.

17.00.02 **Mail.** Mail sent to the LSA SG office, G325 Mason Hall, should be sorted in the respected individual’s mailbox. If mail is not addressed to a specific individual, then the mail should be placed in the President’s mailbox.

**Record Keeping**

17.01.00 **Open Records.** All records of the Government shall be open to full examination by members of the Government and the public with the permission of the Secretary and the Counsel. Any requests for financial records should be made to the Treasurer.

17.01.01 **Digital Archive.** The Government shall make available to the public any records of end of semester/year reports, previous Constitutions and governmental records. This shall be considered part of the duties of the Counsel and the External Relations and Communications Committee.

17.01.02 **Unauthorized Removal.** No person (except an executive officer making photoduplicates at a copy center outside the office) shall remove any document required to be on file from the office, except in the case of transferring files from the office to the Bentley for preservation, which shall follow the procedures laid out in 17.01.03. Executive Officers may digitize records for the purpose of preserving documents for posterity. Records removed by an executive officer must be returned within forty-eight (48) hours of their removal. A copy of filed material shall be made available to any LSA constituent, upon request, subject to reasonable compensation for copying costs. People who are not LSA constituents may also request to see the records pending approval of the Counsel and Secretary.

17.01.03 **Official Document Transfer.** The Government, by passing an “Authorization of Transfer” resolution by a majority vote may permanently transfer documents and files from the SG Office to the Bentley Historical Library for preservation.

17.01.04 **Role of the Secretary and Counsel.** The Secretary shall be responsible for maintaining the records of the Government and providing the Counsel with access to current information of government proceedings. The Secretary shall also work with the Vice President to insure that the provisions of this Chapter are carried out. The Counsel shall upload all possible government records to the Digital Archive and shall ensure that the bylaws, resolutions, government documents and the constitution are digitally available. The Internal Review Committee shall maintain and update the archive as necessary.

**Chapter 18**

**LSA SG Election Code**

18.00.00 **Title and Short Title.** This chapter shall be known as the LSA SGCode of Election Rules. The short title shall be the LSA SG Election Code.

18.00.01 **Authority**. Empowered by Article V, Section E of the Constitution of The Student Government of The College of Literature, Science and the Arts (hereafter the College), LSA SG enacts this election code: "To conduct elections every semester for the purpose of electing the representative, referendum, and proposing ballot questions. During the winter semester elections, the President and Vice President slate shall also be elected.”

18.00.02 **Definitions**. For the purpose of this election code:

**(a)** **Candidate:** Any person seeking office in an election, and a President-Vice President pair seeking those offices in an election.

**(b)** **Campaign:** Urging, endorsing, or advertising for or against any candidate, party, or position on a referendum.

**(c) Official Polling Site:** An official polling site shall be any computer or electronic device that a student of the College uses in order to vote. A computer or electronic device is only an official polling site during the election period***.***

**(d)** **Demerit:** A demerit is the penalty for a violation of the Election Code by a candidate. Any individual receiving four or more demerits will be disqualified from running in the election. Any individual found guilty of nine or more demerits (for listing of violations please refer to Section 18.08.00-03) of the Election Code may be ineligible to run for a position in LSA SG for the remainder of their undergraduate career, to be decided at the discretion of the Elections Director.

**(e) Election Code:** The Election Code, as stated in 18.00.00, shall refer to the entirety of Chapter 18 of the LSA SG Bylaws.

**(f)**  **Sponsor:** Any individual, group, or organization which takes a public position on a referendum issue or petition or spends money and/or goods on behalf of a position on a referendum issue.

**(g)** **Party:** A group of candidates for President, Vice President, or representative identified by a common party name.

**(h)** **Election Director:** The individual commissioned by LSA SG to manage the elections must be an unbiased person. The Election Director will be disqualified from receiving a seat in that election.

**(i)**  **Official LSA SG Meeting/Meeting Space**: Shall denote any physical spaces in which LSA SG holds its meetings.

**(j)** **Candidates Meeting:** Refer to Section 18.03.03 within the LSA SG Bylaws.

**(k)** **Candidates Forum:** Refer to Section 18.03.05 within the LSA SG Bylaws.

**(l)** **Election Period:** The period of time after the hiring of the Election Director but prior to the final announcement of election results.

**(m)** **Endorsements:** For a candidate to be able to claim to be endorsed by an individual or student organization, they must receive explicit public support from the individual or student organization they are claiming to be endorsed by, and submit to the Election Director evidence of this explicit public support. Refer to Section 18.06.01 for more details.

**(n)** **Harvesting:** The gathering of emails for campaign purposes that were not gathered during the campaign period, or were repurposed from other email group lists. Violations shall be based on the number of email recipients and expressed in the Minor, Major, and Egregious Violations sections.

18.00.03 **Jurisdiction:** The Election Code shall apply to:

(a) All candidates, as defined in Section 18.00.02, for any position for which elections are administered by LSA SG.

(b) All individuals that support candidates in the LSA SG elections, have taken an official stance on any items on the LSA SG ballot including referendums or petitions, and/or is involved in any manner with the LSA SG election.

(c) Student organizations of the University of Michigan which campaign, and specifically including student organizations which endorse a candidate, take a public position on a referendum issue, or which spend (or donate) money or goods on behalf of (or to) a candidate or a position on a referendum issue.

18.00.04 **Exclusiveness**. This code defines the limits of LSA SG and all other student organizations in the LSA SG elections. The regulation and conduct of these elections shall be managed exclusively by this code, the Election Director, and the Central Student Judiciary (hereafter CSJ). No case under this code shall be brought before or considered by any non-student body, unless there is a violation of municipal, county, state, or federal law. Cases shall originally be brought to the Election Director. Any appeals to the decisions of the Election Director shall be filed with CSJ. The decision of CSJ shall be final.

18.00.05 **CSG Elections.** All LSA SG elections are to be conducted in conjunction with the Central Student Government **(**hereafter CSG) elections; the LSA SG Election Director may establish such additional operating procedures that are necessary for coordination, subject to the approval of LSA SG Executive Board. The LSA SG Election Director shall coordinate with the CSG Election Director and meet any ballot delivery deadlines set by the CSG Election Director.

18.00.06. **Parties.** No individual running to be President, Vice President, or Representative is allowed to run as part of a party or be endorsed by a party. Furthermore, no candidate in LSA SG elections may be officially endorsed by or run with a party in CSG.

**Election Director**

18.01.00 **Election Director.** LSA SG shall hire an external Election Director at least 35 days before the date of the election. The Election Director must be an unbiased person. Once hired, the Election Director will be disqualified from receiving a seat in that election. The Government shall determine the term of the Election Director. For an external Election Director, compensation will be dispensed according to Section 18.02 of the Bylaws. The Election Director shall have the general operating authority over the election, subject to the approval of the LSA SG.

18.01.01 **Contract and Review.** After being approved by LSA SG, the Election Director shall have the terms of their employment written out on an official contract that shall be signed by the Election Director, the President, the Vice President, and Treasurer of LSA SG. After the elections, the Executive Board under which the Election Director was hired will review the contract of the Election Director and their performance to determine if there were any violations and any penalties that may result in a reduction in payment (refer to Section 19.02.00).

18.01.02 **Duties.** The duties of the Election Director shall be as follows:

(a) Thoroughly understand the Election Code and in conjunction with the Counsel, advise candidates on questions pertaining to the Election Code when necessary

(b) Confirm the receipt of applications with candidates via email within 24 hours of receipt, as in Section 18.02.04

(c) Schedule, preside at, and announce the Candidates Meeting at least 48 hours prior to its commencement, as in Section 18.03.03

(d) Schedule, organize, and advertise for the Candidates Forum, as in Section 18.03.05

(e) Shall set up and be responsible for managing the online voting system, as in Section 18.04.00

(f) Tabulate and verify with CSJ the Election Results, as in Section 18.04.04

(g) Review complaints and issue demerits for violations, as in Section 18.08

(h) Defend the actions of themselves and LSA SG, with the aid of the Counsel, if a violation decision or any other issue with election is brought to CSJ, except for a suit by LSA SG against the Election Director

(i) The Election Director shall keep a transition folder that shall be passed on to his or her successor

18.01.03 **Backup Election Director.** In the case where the Election Director is terminated prior to the completion of the Elections Process, the President shall assume the role of Election Director until the end of the Elections Process. If the President is a candidate in the elections, the role of Election Director shall go to the next person in the Executive Board following the order listed in “Moving the Chair” in Section 2.00.11, who is not a candidate. If all of the members of the Executive Board are candidates in the elections, then an emergency session of Steering shall be called to decide who will be the next Election Director by a majority vote of all members of Steering not running in the election.

**Responsibility of the Candidates**

18.02.00 **Qualifications of candidates.** All candidates for LSA SG electedoffices must be currently enrolled students of the College. No candidate shall be allowed to run during the Fall elections if they apply to graduate and therefore disenroll from the College in December. Likewise, no candidate shall be allowed to run during the Winter elections if they apply to graduate and therefore disenroll from the College from the College in May. No candidate shall also be a candidate for any offices on CSG.

18.02.01 **Questions of Election Code Conflict**. In all cases of doubt about any conflict, the burden of responsibility to conform to the code shall rest upon the candidate or group of candidates in question. The Election Director, the LSA SG Executive Board, and CSJ reserve the right to interpret these rules. Failure to consult the Election Director, ignorance, or misinterpretation of this code is not a valid defense of a violation.

18.02.02 **Candidate Packets.** The Election Director shall prepare and make available Candidate Packets at least 14 days prior to the filing deadline. Each Candidate Packet shall contain a Letter of Introduction, a Candidacy Filing Form, and the LSA SG Election Code. The Candidacy Filing Form shall be created and prepared by the LSA SG Election Director. The form must at least require candidates to list their full proper name or a reasonable substitution, current local address, telephone number, date of the filing, and a signed pledge to abide by the LSA SG Election Code which reads “I affirm that I am declaring my candidacy for an elected position of the LSA Student Government. I affirm that all of the information in this Declaration of Candidacy is correct. I affirm that I have read the LSA Student Government Election Code and agree to comply with the conditions specified in the Code. I also understand that I must attend the Candidates’ Meeting on (date of meeting) at (time and location of meeting) and the Candidates Forum on (date of event) at (time and location of meeting) as well as one LSA SG General Meeting during the Campaign Period. Absences shall be under the jurisdiction of the Election Director, and acceptable conflicts may include, but are not limited to, examinations, religious observances, and family obligations.” Candidates must complete the form in full for it to be considered valid. .

18.02.03 **Presidential-Vice Presidential slate.** A candidate for President and a candidate for Vice President shall run together as a slate. Any individuals running for President and Vice President must file their application forms independently.

18.02.04 **Filing Confirmation.** The Election Director shall confirm the submission of the completed candidate packet with the applicant via email within 24 hours.

18.02.05 **Withdrawal of candidacy.** Any candidate who files for any office may withdraw their candidacy no later than 48 hours before the opening of the election. A candidate who wishes to withdraw must do so in writing or via email with the Election Director.

18.02.06 **Candidate Attendance.** Each candidate seeking a representative seat and each candidate seeking the Presidency and the Vice Presidency must attend at least one LSA SG General Meeting between the date of the filing deadline and the election. Absences shall be under the jurisdiction of the Election Director, and acceptable conflicts may include, but are not limited to, examinations, religious observances, and family obligations. Failure to attend a LSA SG General Meeting, Candidates Meeting or the Candidates Forum will be considered a minor violation and result in a candidate receiving one demerit. The Election Director shall record and monitor candidate attendance at the Government meetings.

**Elections Timeline**

18.03.00**Time of elections.** The dates for the LSA SG elections shall be established by the Government at least six weeks in advance of the election dates and must correspond with the CSG elections.

18.03.01 **Declaration of Candidacy.** A candidate will declare their intent to run for office by filling out the Candidate Packet as described in Section 18.02.02. The window to declare candidacy shall be no shorter than 14 days. For a withdrawal of candidacy, please see Section 18.02.05.

18.03.02 **Filing Deadline**. The filing deadline for all candidates shall be set by LSA SG and shall be no less than 17 days before the election.

18.03.03 **Candidates Meeting.** The candidates for election shall hold a meeting within 48 hours after the filing deadline. At this time a review of the election procedures and an LSA SG Orientation shall take place. All candidates are required to attend the Candidates Meeting or else they are guilty of a Minor Violation of the Election Code, unless their absence is excused by the Election Director. If a candidate is unable to attend the candidates meeting, excused or not, they are required to meet with the Election Director at a different time to go over the elections procedures within one week of the original Candidates Meeting. If a candidate does not meet with the Election Director to go over the election procedures, they shall incur a major violation.

18.03.04 **Campaign Period.** The period of time between the end of the Candidates Meeting and the beginning of the Voting Period in which campaigning is allowed (for Campaign Period rules, see Section 18.06).

18.03.05 **Candidates Forum.** On or prior to the Monday immediately preceding the Voting Period, a Candidates Forum organized and run by the Election Director shall be held. The Candidates Forum shall be open for all to attend, and shall be heavily advertised by the Election Director and the entirety of LSA SG to ensure high attendance. At the Candidates Forum, every candidate running in the LSA SG Election is required to attend, unless they get an excused absence, and shall be given the opportunity to give a speech. There shall be time allotted for constituents to be able to ask the candidates questions. President-Vice President tickets shall speak individually as well as a pair. Every candidate for representative shall speak separately. The format shall be determined by the Election Director.

18.03.06 **Voting Period.** The 48-hour period during which students of the College cast their votes for the election and during which no individual, sponsor, or student organization is allowed to campaign (for Voting Period rules, see Section 18.07) for any candidate.

**Mechanics of the Election**

18.04.00 **Form of the Electronic Ballot.** All students enrolled in the College shall be able to cast their votes for their preferred candidates and referenda issues on an electronic ballot hosted on vote.umich.edu. The format of this electronic ballot shall follow the guidelines listed in Article VIII, Section C, Subsection 2 of the LSA SG Constitution.

18.04.01**Order of listing candidates.** The order of listing of candidates for each office shall be completely random.

18.04.02 **Write-in votes.** There shall be a means to register a write-in vote on all electronic ballots.

18.04.03**Voting**. All voting shall be by secret ballot. The voter shall rank representative candidates in order of preference as described in Article VIII, Section C, Subsection 2 of LSA SG Constitution. .

18.04.04 **Tabulations and Certifications of Votes.** After the voting period closes, the Election Director shall tally and certify votes following the guidelines listed in Section 18.04.05-08.

18.04.05 **Tabulation.** The electronic votes for each position or question shall be tabulated to reach a final vote total. Immediately after tabulation, the Election Director shall send an email containing the unofficial results to all candidates running, noting that the results still have to be certified and demerits still have to be counted into final vote totals.

18.04.06. **Certification.** The Election Director shall certify the results with the CSJ to ensure that results are accurate.

18.04.07 **Questions of Certification.** Disputes and challenges to the certification of the election shall be heard and decided by CSJ at its certification hearing. Upon certification by CSJ, and after accounting for all demerits by the Election Director by the Election Director, the election results are official. Once results are deemed official, they are final and not subject to further appeal.

18.04.08 **Accounting for Penalties.** After the results have been tabulated, the Election Director shall adjust the final vote totals of all candidates receiving demerits, with the reduction per demerit being as listed in Section 18.00.02, and the amount of demerits received for each penalty being as defined in Section 18.08.

18.04.09. **Official Notification.** Following the tabulation of votes, certification of the election results, final decisions on demerits, and adjusting the election results to account for any changes caused by demerits, the Election Director shall send an email to all candidates and the LSA SG Executive Board announcing the official results of the election. The Election Director, working in conjunction with the External Relations Officer, will publish the official results of the election on the LSA SG website. This marks the conclusion of the election period, as defined in Section 18.00.02.

**Referenda** **and Petitions**

18.05.00 **Petition certification.** When constitutional amendment initiatives, legislative initiatives, referendums, or recall petitions are filed for inclusion on the ballot, the Internal Review Committee shall review the petitions and hear any challenges to including them on the Ballot.The Steering Committee shall certify them for inclusion onto the ballot. Petitions of insufficient size due to demonstrably false, forged, or illegible signatures, or an insufficient number of signatures will not be included on the ballot.

18.05.01 **Form of petitions.** All petitions shall be headed with the title "LSA SG Constitutional Amendment Initiative Petition", "LSA SG Legislative Initiative Petition", "LSA SG Referendum Petition for Already-Passed Legislation", "LSA SG Recall Petition" as appropriate. The petition shall state in full the exact legislation or action desired as required by the Constitution. The petition shall then state "We, the undersigned students, hereby petition for a College of Literature, Science andthe Arts-wide vote on the above." The petition shall then have a column for the signature of the student, the student's name printed out, the student's address, and the date. After the signatures, there shall be a place for the signature, name printed out, address and date of the circulator, with the statement, "I have circulated this petition and believe all the signatures on it to be valid signatures of current students in the College of Literature, Science andthe Arts." The petition shall then state the name(s) of any official sponsor(s) or official sponsoring organization(s). To avoid disputes to the form of petitions and the form of proposals, it is advised that potential circulators of petitions consult with the LSA SG Counsel, Election Director, any committee chairs concerned with the subject of the petition, and election code. The responsibility to comply with this section lies with the circulator of the petition. Failure to comply with this section shall result in invalidation of the petition.

**Campaign Period Rules**

18.06.00 **Implication of incumbency.** Only candidates previously elected to LSA SG may use the words "re-elect" or any other words implyingincumbency; however, previously appointed representatives may use the words “retain” or “re-seat.”

18.06.01 **Use of name in advertising.** Any individual in the election who uses the name of any student organization in advertising must secure and retain permission from the appropriate governing board and membership of the organization. Written permission signed by an appropriate official of the organization must be filed with the LSA SG Election Director. Under no circumstances may any individual running for a seat in the LSA SG election use the name of any CSG political party in advertising.

18.06.02 **Openness in campaigning.** All campaign materials must indicate the official source of the piece of campaign material. No person may campaign and no campaign literature may be posted in any computing site.

18.06.03 **Destruction of campaign materials.** No person under the jurisdiction of this election code shall, during the election campaign, engage in the destruction, defacement, removal, alteration, or transportation of posted campaign materials without the permission of the candidate they pertain to.

18.06.04 **Posting**. Campaign materials may be affixed or anchored to various surfaces in the following manner:

a) Rope, twine, or string may be used on any surface.

b) Thumbtacks and staples may be used on bulletin boards but not on any other wooden surfaces.

c) Masking tape or blue painter’s tape may be used on any surface.

d) Vinyl plastic bumper sticker material may be used on non-wooden surfaces.

e) No other adhesive or anchoring material may be used under any other circumstances.

f) Candidates must adhere to University policies as to the posting of posters and handbills.

18.06.05 **Prohibited Areas.**

a) No campaign materials shall be affixed to any glass or painted surface in or on any University building, except in designated posting areas.

b) There is no campaigning in the LSA SG Office or during LSA SG General Meetings.

18.06.07 **Defacement.** No campaign material shall be affixed to any surface that would be permanently and seriously damaged by the campaign material or the material used to affix or attach the campaign material.

18.06.08 **Rights of Access.** Candidates for LSA SG Representative, LSA SG President, LSA SG Vice-President, any other LSA sponsored election or seekers for any LSA referendum petition, shall have the same rights as any candidate for elected office as per University Housing’s guidelines.Any candidate campaigning within any housing unit after 12 AM will be guilty of a minor violation. University Housing must grant or deny the same rights of access to all candidates running in the election.

18.06.09 **Proper Use of Email Privileges.** A candidate can only send emails to email groups that are owned by the candidate as defined by “mcommunity.umich.edu.” and are created expressly for campaign purposes, during the current election cycle. The email group name must clearly indicate that it is a campaign related email group. Candidates and campaign volunteers are prohibited from harvesting student email addresses for campaign purposes.

18.06.10 **Campaign Finance Regulations.**

a) Candidates for Representative shall be allowed to spend up to $50 on their campaign. The Presidential and Vice Presidential Slate shall be allowed to spend up to $250 for their campaign.

b) Prohibited Donors. Any non-candidate is forbidden from donating to campaigns.

c) Report of Expenditures. The Election Director will be responsible for ensuring that candidates report their spending. The Election Director shall have discretion over the mechanism in which they require candidate expenditure reports.

**Voting Period Rules**

18.07.00 **Termination of Campaign period.** At 11:59 PM on the night before the voting period begins, all campaigning shall be terminated. This subsection applies to and includes but is not limited to verbal communication, social networking, texting, email messages, and canvassing in which a candidate promotes, or asks others to promote, their candidacy.

18.07.01 **Government promotion.** Candidates may disseminate an approved LSA SG election message sent directly from the Election Director using social networking. Media messages created by candidates may encourage voting in the election but may not mention any particular candidates.

18.07.02 **Speaking.** Every candidate may speak on behalf of the election or answer questions about whether or not a student is running in the election when prompted during the voting period. The candidate may not promote their own candidacy when answering questions pertaining to the election.

**Violations and Penalties**

18.08.00 **Violations of Election Code.** Violations to the Election Code are divided into three categories with varying levels of severity. If a violation is not specifically listed in Section Section 18.08.01-03, it is up to the discretion of the Election Director to determine the categorization of the violation.

18.08.01 **Minor Violations.** Candidates will receive one demerit for each Minor Violation. Minor violations shall constitute the following:

(a) An unexcused absence from a required event, such as the Candidates Meeting, a General Meeting prior to the election, and/or the Candidates Forum

(b) Posting in a prohibited area, or by a prohibited fashion, as defined in Section 18.06.04-07

(c) Implying an elected incumbency status that a candidate does not have, as defined in Section Section 18.06.00

(d) Campaigning in any residence hall after 12 AM as stated in Section 18.06.08

(e) Not denoting the official source of campaign material(s) as stated in Section 18.06.02

(f) Violation of Section 18.06.09 with email listservs containing 1-100 members

18.08.02 **Major violations.** Candidates will receive three demerits for each Major Violation. Major violations shall constitute the following:

(a) Destruction of another candidate's campaign materials, as defined in Section 18.06.03

(b) Campaigning during the voting period

(c) Campaign Finance Violation as defined in Section 18.06.10

(d) Deception in advertising, which shall be defined as breaking any of the guidelines for advertising set forth in Section 18.06.00-01

(e) Misrepresentation of Endorsement. Using the name of a student organization that a candidate does not have permission to use Section 18.06.01

(f) Violation of Section 18.06.09 with email listservs containing 101-399 members

(g) Parties: If the Election Director feels that a candidate has explicitly or subtly joined a party, they may reach out to them and ask them to cease and desist all references to this party within 24 hours. If the candidate cannot remove all notices to a party within 24 hours due to extenuating circumstances, they must inform the Election Director. Should the candidate not cease and desist within the designated time, a major violation should be applied.

18.08.03 **Egregious Violations.** Candidates will receive four demerits for each Egregious Violation. Egregious violations shall constitute the following:

(a) Preventing an eligible voter from voting in any manner

(b) Bribery. No candidate may promise or offer compensation, monetary or otherwise, in exchange for vote(s). Campaign pledges shall not constitute violations of this rule. The distribution of campaign material to voters shall not constitute a violation of this rule

(c) Violation of Section 18.06.09 with email listservs containing more than 400 members

18.08.04 **Exclusivity of Campaign Rules.** No single piece of campaign material may violate more than one campaign rule. All campaign rules shall be mutually exclusive. No candidate may be in violation of more than one campaign rule for a single act.

18.08.05 **Interpreting procedures.** In interpreting these procedures, it shall be the policy of LSA SG to encourage the active and free dissemination of materials relating to LSA SG and that all rules shall be construed liberally in favor of free and open communication and debate. The purpose of the rules and regulations regarding student government elections is not to be used as a method to remove candidates from election, but rather to protect the integrity of the election process.

18.08.06. **Extenuating Circumstances.** If an offense is listed under a specific category for Section 18.08.01-03, the Election Director may treat a violation as one that is from a less severe category if there are other circumstances that cause them to believe it should be punished less harshly. The Election Director may not, however, treat a violation from a less serious category as one from a more serious category.

18.08.07 **Charges of Violation.** The Election Director may assign demerits to Candidates. They may also find a student, group of students, or student organization guilty of violations of this election code. Any student, staff, or faculty member at the University of Michigan Ann Arbor may request that the Election Director investigate potential violations. All demerits can be appealed to CSJ. A CSJ decision is final.

18.08.08 **Penalties for Non-candidates.** Any violator of this election code who is not a candidate shall be subject to a fine of up to $250, possible disqualification from holding a future office in LSA SG or receiving an appointment from LSA SG, as determined by the Election Director or the CSJ. The necessity for a fine shall be determined by CSJ.

18.08.09 **Penalties for Student Organizations.** Any student organization who violates this election code may face a possible fine of up to $250 or denial of right to request funds from LSA SG for a limited period of time not to exceed one year, as determined by the Election Director or CSJ. The necessity for a fine shall be determined by CSJ.

18.08.10 **Hearings**. The hearing by CSJ in cases of possible violations shall be in accordance with the Constitution of the Student Government of the College of Literature, Science and the Arts.

**Chapter 19**

**Employees and Hiring Procedures**

19.00.00 **Purpose**. All hiring and, as specified, termination of LSA SG employees must be made pursuant to this chapter.

19.00.01 **Definition of Employee.** An employee is an individual who receives monetary compensation from the Government for performance of a Government-related duty. An employee is not considered an officer or member of the Government.

19.00.02 **Financial Procedure.** Specific payroll documents must be filled out and will be processed through SOAS and the University of Michigan Payroll Department.

19.00.03 **Eligibility.** No member of the Government may simultaneously be an employee of the Government.

19.00.04 **Prohibited Acts.** No member of the Government may ask an employee of the Government to do any work outside of their subscribed tasks under any circumstances.

**Permanent and Temporary Staff**

19.01.00**Hiring*.*** The Steering Committee shall solicit and accept applications, and schedule and conduct interviews of all applicants for permanent and temporary staff positions. The Steering Committee may hire the most qualified applicant, subject to the approval of the Government.

19.01.01**Duties and Compensation*.*** The Steering Committee shall describe the duties of any staff member as it so chooses. The Steering Committee shall review and evaluate the performance of all staff members every semester. Steering Committee and Treasurer shall compensate the staff member as they see fit.

19.01.02**Termination.**The employment of any staff member may be terminated by a two-thirds vote of the Government.

**Elections Staff**

19.02.00 **ExternalElection Director.** An ExternalElection Director shall be an employee of the Government (refer to Chapter 18.00.02).

(a) **Hiring.** The Steering Committee shall hire the most qualified applicant, subject to the approval of the Government.

(b) **Termination.** The employment of the ExternalElection Director may be terminated by a two-thirds vote of the Government. The External Election Director shall serve through the duration of election period of the Government.

(c) **Duties.** The ExternalElection Director shall carry out her or his duties as established in the LSA SG Election Code (Chapter 18) or elsewhere in the Bylaws.

(d) **Payment.** The payment of the ExternalElection Director shall be 200 dollars.

19.02.01 **Assistant Director(s).** The Election Director may hire one or more Assistant Directors with the consent of the Steering Committee. The Election Director may terminate an Assistant Election Director with the consent of the Steering Committee, or by a majority vote of the Government.

19.02.02 **Temporary Election Staff.** The Election Director may hire temporary employees to carry out election functions***,*** with the consent of the Steering Committee. The Election Director may terminate temporary election staff with the consent of the Steering Committee, or by a majority vote of the Government.

19.02.03 **Impartiality.** All election staff must be impartial towards candidates and issues. Allegations of partiality may be brought before and decided by Central Student Judiciary.

**Chapter 20**

**Resolutions-Definition and Powers**

20.00.00 **Definitions.** Resolutions are defined as main motions that need to be expressed formally in writing in order to obtain a special level of importance and documentation by the government. They shall authorize or direct actions as the will of the government.

20.00.01 **Duration.** Each resolution should stay in effect until the end of the academic year. This does not apply in cases where annual events or campaigns are endorsed. Resolutions that will extend beyond the academic year must explicitly mention the duration of the resolution.

20.00.02 **Powers.** Resolutions have the power to amend the bylaws and constitution, endorse and establish events, send letters on behalf of the government, lobby the faculty, disperse money, and express and coordinate the actions of the government.

20.00.03 **Limits.** No resolution may be in contradiction to or supersede the bylaws or constitution of LSA SG. No resolution may direct organizations not part of LSA SG to take specific actions but it may encourage them.

20.00.04 **Unmentioned Powers.** Any powers of a resolution not expressed or implied in the bylaws must be discussed in IRC and accepted by the Executive Board prior to the resolution being voted upon.

20.00.05 **Bylaw Amendments.** Any amendment to the bylaws or constitution shall constitute a resolution and shall be considered as such in the reading of these bylaws.

**Composition**

20.02.00 **Structure.** Resolutions shall contain a list of sponsors, a preamble, and operative clauses. A resolution may also have bylaw or constitutional amendments or other attachments at the end of it.

20.02.01 **Sponsors.** Each resolution must include at least one sponsor. Any member of the government can be a sponsor.

20.02.02 **Preamble.** The first portion of the resolution shall be known as the preamble. Each clause shall start with “Whereas” and end with “;and,” with the last clause ending with a period. These clauses shall contain necessary background information for understanding why the resolution is being written.

20.02.03 **Operative Clauses.** The second portion of the resolution shall be known as the operative clauses. The first of these shall start with “Be it therefore resolved” with all following starting with “Be it further resolved” and the last as “Be it finally resolved.” If there is only one operative clause it shall say “Be it therefore and finally resolved.” Each shall end with “;and,” except for the last which will end with a period. These clauses shall contain the actions the government will take.

20.02.04 **Attachments.** Resolutions may have attachments as well. These can be either letters, bylaw amendments, constitutional amendments, or anything else the sponsors deem necessary.

20.02.05 **Footnotes.** Resolutions may contain footnotes to other resources that they referenced in their text. These should be used for any statistics or statements made in the preamble that need a reference source.